The SOFTENG 206 Team Agreement for Assignment Three

Team Number: 46

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Our Team Values are:

- Thoroughly collaborate with the other team mates, and work together as a team to build a fully functional application, with great user experience such that the user could enjoy using the application.
- Focus on creating a user-friendly GUI, as well as delivering all the functionalities that the client requires, and more functions that make the user get a better understanding about the application and feel easy to use.
- Enjoy working with others, and learn from the others as well.
- Use understanding to resolve conflicts between ourselves and the other team mates.
- Getting good grades :)

The times our team is available to work on Assignment Three are:
All the team members have a flexible working schedule in terms of this Quinzical project, however we would like to put as much effort on this project as possible during the break. This is because there would be other commitments after the break finishes.

Our team's agreements about communication are:

- We agreed on using online communication, with messages and short meeting calls, given the situation of the pandemic.
- We want to always be open for any suggestions, as we can give some ideas to help each other out, and check out the progress of the team mates.
- We plan on having three short meetings every week. This frequency might increase or decrease depending on the progress of the project.
- We can also use the medium of texting to report on how we are doing on the project.
- There was more communication which was done while working on the project (away from meetings) to either make sure the other developers were satisfied with the decisions, or just to confirm how to a method/class.

Our team's agreements about workload distribution and delivery are:

- The overall plan is to submit around two-three days before the deadline, hence we must plan that way.
- As discussed above, the working styles are very flexible for all team mates. However, this could change quickly depending on situations.

- We could distribute the workload evenly (possibly split by frontend and backend).
- Thereafter, if we finish our assigned part early and the other person is in need of any help, we can always take up more responsibility.
- If we ever feel uncomfortable with the workload, it is always open for discussion and change.

Our team's policies on delivering status updates are:
Meeting is our main source of communication on the project status, big changes on the project will be discussed in the meeting, and the smaller updates could be done by messaging.

We were always informed about each other's work at all times through regular communication and meetings,

Our team's commitment to delivering feedback is:

- As mentioned above, we plan on holding meetings frequently, and during meetings we can share our screens and show our progress directly to each other.
- During the meeting, we can discuss the project brief, our progress after the previous meeting, and any difficulties we faced.
- After looking at the progress of the team mates, we agreed on giving constructive feedback to them to always add more value to our final product.
- For feedback on the smaller decisions, this can be done via texting as well.

Our team's policy on maintaining this agreement is:

Revision of the team agreement can be done in the reflection meeting that would be held every week, and in that we can reflect and check on the progress of each team member.