AUT UNIVERSITY
NEW ZEALAND

COMP704 Research and Development Project

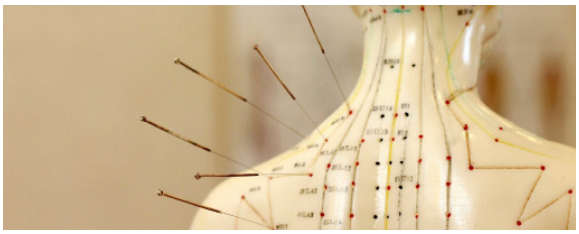
VN01 3D acupuncture healthcare data management and treatment system

Team Contract

Supervisor: Dr Nhan Le Thi

Team Members:

21142643	Chuong Pham Dinh
21142377	Nhan Nguyen Cao
21142355	Tan Le Tran Ba
21142358	Trang Ho Ngoc Thao



Version: 1.0

Date: 25th October 2022

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DOCUMENT VERSION CONTROL

1. DOCUMENT INFORMATION

Document code	**TC**
Document title	**Team Contract**
Version	**1.0**
Authors	**Nhan Nguyen Cao**
Distributed by	**Project VN01 team**
File name	**TC_Team Contract_1.0.pdf**
Release definition	**Only released as a finished document**

2. DOCUMENT SIGN-OFF

ID	Member	Role	Signature	Timestamp
21142377	Nhan Nguyen Cao	Team Leader		25 Oct 2022 16:00

3. DOCUMENT VERSIONS

Version	Timestamp	Description	Responsible members
1.0	25 Oct 2022 15:54	Define some rules and principles for Research & Development project of the team and collect the agreement.	**Nhan Nguyen Cao** *(21142377)*

I. TEAM GOAL STATEMENTS

- The main goal of Reseach & Development project is to pass the paper of COMP704 and being qualified for graduation.
- The secondary goal of Research & Development project is to build a product that could support the social for at least one purpose and one focus.
- The responsibility of being involved in the project is of the whole team, not of any individual.
- The final evaluation for Research & Development is per team member. However, it should be noticed that the final product contributed the highest proportion to the final point for the paper. Because of that, there are some statements about effort for the project:
  - The minimal requirements of Research & Development project are the minimal goal for all team members. This means that whatever each team member expected for the final evaluation of the paper, sharing the responsibility to have the project finished at the final stage is a must.
  - Team members may have different expectations for the final evaluation of the project. This means that team members can discuss and express the expectation for efforts contributed to the project. For example, if one member just aim to get B for the final evaluation, they would be assigned fewer tasks and provide more freetime compare to one team member who aims to get A.

II. TEAM MEETING NORMS

- It is not compulsory for each team member to join all meetings within the journey of the project. However, it is required to join at least 75% of the total number of meetings. Failing to meet this would result in being degraded in efforts calculated in the final report.
- Meetings can be organized offline or online. Team members can record or take notes during meetings for later examination and review. However, the recordings are considered the shared private assets of the team and must not be sent to the external.
- Meetings woule require minutes completion. The responsibility to handle the meeting minutes would be rotated between team members.
- To make it easier for all team members to join, meetings would be surveyed to choose the most convenient time for all team members (with a priority on the evenings and on weekends). Despite that, it is request each team member to select at least one free time slot for each meeting arrangement. It is not allowed to define not free for all proposed time slots for meetings more than 3 times during the whole project.
- Team members are responsible for being informed about everything included in the meeting, despite joining it or not. It is not acceptable to state not being informed about something that was discussed inside a meeting when team members did not join.

III. TEAM WORK NORMS

- There would be a distribution of roles within the project (agreements from all team members required). Tasks would be distributed mostly based on that, with some additional details as follows:
    - There would be two types of tasks. For personal tasks, which are assigned based on the assigned roles and the strong points of team members, it is the personal responsibility to complete it.
    - For shared tasks not involved to any specific roles, normally it would be splitted between team members. It should be the responsibility of the whole team to complete.
- There is no definition of who is allowed to create new tickets and assigns, depending on different procedures applied during the project. However, it should be informed to the whole team for any new tickets or tasks created.
- It is the important responsibility of all team members to update the progress of every task on team's selected Task Management platform, Jira.
- Team members are free to suggest or discuss about the change to estimated effort (defined by the reporter of the tickets). However, it should be based on reasons that are not too personal and are not accepted by the whole team. For example, you cannot ask to change a task from 2 story points to 3 story points because you do not want to work in weekdays and would wait until weekends to complete.
- Missing deadlines are not prohibited, but should be limited. In case of missing deadlines for any reason, team member has the responsibility to update to the spreadsheet for monitoring that, to make sure the team can be informed about that and define any blocks would be available following that. Please be noticed that if the reason is considered not emergency and disapproval by team leader, it will result in a minus in final efforts report.
- Team members may have different preferences for working habits. However, it is suggested that the focus would be on weekdays and following the due date set to make sure it would not block tasks of other team members.
- All team members are free to give feedback on any task of others. In case of disagreement between the Acceptance Criteria for the tasks, team would organize a meeting to discuss and make decisions.
- Team members can assign one assigned task to other team members, if they agree to handle. Please be noticed that the final efforts for the task would be counted for the ones who actually did it, not the one who was originally assigned.
- Task time log is required on Jira platform, to add up for the final efforts reported for each team member.
- All tickets have to follow the flow on Jira:

- When a new task is created, it would be in To Do state. The newly created task should be assigned to one team member, or assigned to the Project Manager / Team Leader with comment added to request for assignment.
- When the assignee started on a task, it should be moved to In Progress.
- When a task is finished, it should be moved to In Review and waiting for approval from Project Manager / Team Leader. In case of rejecting or archiving a task, put it back to To Do column and set the status through tags.
- A task is considered Done and put into the column if it has received the approval from Project Manager / Team Leader.

SIGN OFF

Team members should sign their signature in the following boxes if they agreed with the terms defined in the Contract. The paper evidence would be added as an appendix at the end of this document.

I agree with all the points defined in the Team Contract documentation – Version 1.0

Chuong Pham Dinh	**Nhan Nguyen Cao**
Tan Le Tran Ba	**Trang Ho Ngoc Thao**

SIGN OFF EVIDENCE

Team Contract – v1.0 COMP704 – Research and Development Project

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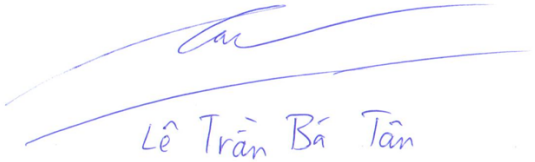
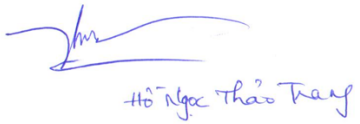
Chuong Pham Dinh	**Nhan Nguyen Cao**
Tan Le Tran Ba 	**Trang Ho Ngoc Thao**