

1. Group Name: Capstone Kings (COMP3988_T17B_Group5)

2. Team Members

	Full Name	Preferred Name	SID
A	Martin Chai	Martin	470375866
B	Boswell Lin	Boswell	480378989
C	Zhiyi Song	Zhiyi	480205733
D	Yexin Mao	Yexin	480147938
E	Gio Marco Ferrer Picones	Gio	480464318
F	Steven Condell	Steven	480389653

3. Communication

	Name	Email	Phone
A	Martin	mcha3431@uni.sydney.edu.au	0402 851 354
B	Boswell	blin5895@uni.sydney.edu.au	0430506363
C	Zhiyi Song	zson5784@uni.sydney.edu.au	0402594674
D	Yexin	ymao5456@uni.sydney.edu.au	0484332503
E	Gio	gpic4558@uni.sydney.edu.au	0410 298 517
F	Steven	scon5713@uni.sydney.edu.au	0490145702

4. Role Rotation

Week	Tracker	Manager	Customer*	Programmer	Tester	Doomsayer
2	Zhiyi	Martin	Gio	Boswell	Steven	Yexin
3	Yexin	Zhiyi	Martin	Gio	Boswell	Steven
4	Boswell	Yexin	Steven	Zhiyi	Martin	Gio

*Customer is responsible for liaising with the client, keeping minutes and summarising meetings with the client and circulating the information to the team (may include client).

Note: Depending on the number of people in a team some members may have more than one role each week.

5. Group Goals and Objectives

[Teams collective goal(s) and objectives for the unit e.g. obtain a HD, improve communication skills, apply programming skills...etc.]

- Learn all the necessary skills to deliver a working program that meets all expectations
- Improve our technical capabilities
- Work effectively as a team
- Gain experience for conduct in collaborative projects in industry
- Get an HD

In the following sections, all group members should agree on the undertakings and how exactly they are to be achieved, before the item is ticked. Undertakings can be reworded if desired.

6. Role Handovers

- ☐ We agree to take adequate time to hand over our roles at the end of each week

How exactly will this be done?

- Document everything that we do so that the person taking over the following week has a platform to work from
- Effective communication between members to ensure everyone is on the same page

7. Attendance

- ☐ We agree to attend all group (and client) meetings punctually and any extra scheduled meetings as necessary

Please indicate meeting times (2 per week, 1 in tutorial and 1 other. Also indicate a backup meeting time)

Name	Day & Time	Duration	Frequency	Mode
Tutorial	Tuesday 5PM	2 hours	Weekly	Online
Other (First Preference)	Friday 5pm	1 hour	Weekly	Online
Other (Back-up)	Thursday 6pm	1 hour	As needed	Online

8. Record Keeping

- ☐ The acting Manager will post and maintain all information promptly on Wiki.

What sort of information will the Manager be responsible for exactly?

- Client requirements
- User stories
- Setup instructions

9. Participation and Commitment

- ☐ We undertake to participate fully and work as a team

What does this mean?

- Equal and substantial contributions from each member
- Members will ask for help if necessary

How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time

- Tasks will be submitted to the group within the given deadline
 - If not possible, prior notice should be given so additional help may be allocated

10. Group Conflict

- ☐ We will discuss any problems, listen carefully to all points of view and negotiate a solution.

Where will such decisions be recorded?

- *We will record our decisions on a document accessible to everyone e.g. Google docs*

How will you demonstrate agreement?

- *Through a majority vote*

When will you escalate conflict to your tutor?

- *When group members are not contributing, or intentionally causing harm*
- *When group members are unable to reach agreement on an important issue*

11. Presentation Rehearsal

- ☐ We will ensure that each group member is ready for the Group Demo Rehearsal

How?

- *By checking up on each other and communicating consistently*
- *By providing help to other group members if needed*

Provide details of when and where this rehearsal might take place. (Date and Location)

- *University of Sydney (PNR), ~3 days before the group demo*

12. Task Allocation

- ☐ We will distribute the work fairly and equitably

How will you do this?

- *Tasks will be handed out each week*
- *Group members will take on as much work as they can (taking into account their circumstances that week)*
- *If one group member is falling behind, others will help*
- *If one group member is not contributing or not contributing enough, the other group members will hold them accountable (and possibly escalate to the tutor)*

Specifically, who will do what aspects of the task? E.g. draft, proof...etc.

- *Roles are described above and will rotate week-to-week*

13. Deliverables

Project or UOS deliverables you will deliver as a team throughout the semester

**to be filled up in more detail once we get requirements from client*

Deliverable	Due Date

Group contract	04-09-2020
Simulators and backend set up	Week 4
First demo (40% accuracy target)	Week 7
Final demo	Week 12

14. Specific Team Rules

The following two are compulsory

- Each team member must enter 2 tickets per week from week 2
- Each team member must inform other members immediately if s/he has to withdraw from the group

*From the following list as a team identify which rules are useful and remove those that are not. Other than the mentioned your team should formulate **3 or more rules** specific to your team and your teams' expectations.*

- A team member must notify the rest of the team if dissatisfied with progress
- A team member must notify the rest of the team if a task they are working on will be late
- Each member must contribute to the resolution of issues affecting the team when raised on wiki
- Members must commit 3 times per week from week 3
- Each member must remain contactable, and give the rest a heads-up if they won't be for some period of time
- Each member must be willing to step out of their comfort zone and learn new things

15. Tools and Resources

Tools and Resources and their use in the Teams project work

Tool/Resource	Use
BitBucket	Version control
Facebook	Main communication
Slack	Official communication with tutor (possibly also client)

16. Agreement

By signing the document, you agree to the above as identified by your team

Team Member 1's Name	Martin	Signature	Martin
Team Member 2's Name	Boswell	Signature	Boswell
Team Member 3's Name	Zhiyi	Signature	Zhiyi
Team Member 4's Name	Gio	Signature	Gio
Team Member 5's Name	Yexin	Signature	Yexin
Team Member 6's Name	Steven	Signature	Steven

17. Roles and Strengths

Team Member	IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project	Roles and Areas of Activity in the project	Key Responsibilities of Role(s)
Martin	<ul style="list-style-type: none"> • Experience with TensorFlow • Experience with Python • Have worked on projects requiring image analysis • Background understanding of engineering mechanics 	<input type="checkbox"/> Team Leader/Manager <input type="checkbox"/> Manager Stand-in <input type="checkbox"/> Second point of contact with client <input type="checkbox"/> Tester <input type="checkbox"/> Document controller	<ul style="list-style-type: none"> • Programming the product • Setting up testing frameworks • Managing and formatting documents
Gio	<ul style="list-style-type: none"> • Experience with TensorFlow • Good at Python • Has experience working with real clients in the past 	<input type="checkbox"/> Programmer <input type="checkbox"/> Customer <input type="checkbox"/> Doomsayer	<ul style="list-style-type: none"> • Liaising with client and setting up meetings • Programming the actual product • Being able to identify when the team has problems that need to be fixed
Yexin	<ul style="list-style-type: none"> • Experience in with Python, Java and C • Experience in working with real clients 	<input type="checkbox"/> Tracker <input type="checkbox"/> Manager <input type="checkbox"/> Doomsayer	<ul style="list-style-type: none"> • Being able to identify when the team has problems that need to be fixed • Keeping track of issues • Planning, directing and overseeing the operations
Boswell	<ul style="list-style-type: none"> • Experience in Python and some other programming languages • Have worked on real projects with 	<input type="checkbox"/> Tracker <input type="checkbox"/> Programmer <input type="checkbox"/> Tester	<ul style="list-style-type: none"> • Setting up the unit testing framework • Planning out the software architecture

	<ul style="list-style-type: none"> real clients in the past Have a basic understanding of AI/ML 		<ul style="list-style-type: none"> Understanding any APIs required Creating and tracking initial issues
Steven	<ul style="list-style-type: none"> Good with Python Understanding of fundamental AI/machine learning principles 	<input type="checkbox"/> Customer <input type="checkbox"/> Tester <input type="checkbox"/> Doomsayer	<ul style="list-style-type: none"> Interacting with the client and writing user stories Making any initial tests for functionality Pointing out when the team is heading in the wrong direction
Zhiyi	<ul style="list-style-type: none"> Experienced in C, Python Have some experience in real projects 	<input type="checkbox"/> Tracker <input type="checkbox"/> Manager <input type="checkbox"/> Programmer	<ul style="list-style-type: none"> Programming the product Issue tracking Managing and writing user stories.

*Should add or remove roles as required for your team.