1. Group Name: CP34 - COMP3888_T15A_Group1

2. Team Members

	Full Name	Preferred Name	SID
A	Dylan Duplessis	Dylan	480377753
B	Justin Lee	Justin	480271233
C	Yufan XU	Ivan	480059424
D	Xiaoxiang Wu	William	480177832
E	Derong Liu	Jimmy	480399917
F	Nicholas Hui	Nicholas	460019275

3. Communication

	Name	Email	Phone
A	Dylan	ddup5819@uni.sydney.edu.au	0478538870
B	Justin Lee	jlee2180@uni.sydney.edu.au	0436420936
C	Yufan XU	yuxu6642@uni.sydney.edu.au	0452596165
D	William Wu	xiwu9085@uni.sydney.edu	0450886724
E	Jimmy Liu	dliu2530@uni.sydney.edu.au	0452582340
F	Nicholas Hui	shui3677@uni.sydney.edu.au	0450862860

4. Roles (no rotation necessary)

Week	Tracker	Manager	Customer*	Programmer	Tester	Doomsayer
*	Jimmy	Dylan	Nicholas	William	Ivan	Justin

*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.]

Learning practical computer science skills as well as their applications while satisfying the customer's need is our first priority. We all agreed on achieving a high academic performance.

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?

   During regular scheduled meetings, if any role switching is considered to be necessary, we will allocate 10 minutes (more if needed) for each switch.

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 3-5pm	2 hours	Weekly	Online
Other (First Preference)	Wednesday 6pm	1 hour	Weekly	Online
Other (Back-up)	Friday 7pm	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?

   Documentation such as meeting minutes, designs as well as reviews status reports produced by tracker each week. Contracts will also be managed by the manager.

9. **Participation and Commitment**
   - ✓ We undertake to participate fully and work as a team

What does this mean?

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

We intend to meet deadlines and to document completion of allocated tasks as often as possible. This includes group communication and organisation.

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?

How will you demonstrate agreement?

When will you escalate conflict to your tutor?

- conflicts will be discussed and recorded via Slack when real-time communications are not possible, or documented in meeting minutes if zoom/face-to-face communications are conducted
- final decisions will be in progress report
- if such conflict cannot be resolved internally, then it will be escalated to tutor

11. Presentation Rehearsal

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

How?

We will have a Group Demo Rehearsal on zoom to make sure each group member is comfortable with their roles in the actual Group Demo. We will practice online and have people asking questions to simulate an actual demo process.

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

Zoom, on a night that works for all team members.

12. Task Allocation

✓ We will distribute the work fairly and equitably

How will you do this?

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

- manager will be responsible for task allocations and assign to team members via JIRA
- team member will provide feedback and update their respective status via JIRA
- normal communications will be conducted via Slack

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

Deliverable	Due Date
BitBucket Repository and Wiki (product-related)	Weekly checkups
Status Reports	Weekly
Meeting minutes	Weekly

14. Specific Team Rules
The following two are compulsory
- Each team member must enter 1-2 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

15. Tools and Resources
Tools and Resources and their use in the Teams project work

Tool/Resource	Use
BitBucket	A DVCS used to store snapshots of our files to aid in documentation and development.
Jira	An issue tracking software with built in board to assist in organising what needs to be done.
Slack	Communication platform.
Zoom	Platform for meetings with the client and team.

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

Dylan Duplessis   *DylanD*
Justin Lee   *Justin Lee*

William Wu   *W.Wu*

Yufan XU   *Yufan XU*

Jimmy Liu   **JimmyLiu**

Nicholas Hui   *Nicholas.Hui*

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)
Nicholas Hui	● Foundational knowledge in most programming languages, strong in python ● Interest in simulation ● Excellent organisational skills	✓ Manager Stand-in ✓ Customer ✓ Doomsayer	First point of communication with the client via emails, etc. Managing meeting times and handling minutes.
Justin Lee	● Python, Java, C ● Experience with front/backend web development ● Experience with AWS EC2 ● Skills in agile methodologies	✓ Tracker ✓ Programmer ✓ Second point of contact with client ✓ Tester ✓ Doomsayer	Programmer Tester Tracker, managing the progress report XP Expert
Yufan XU	Python Programming Algorithm Design Interest in Logistics Industry	✓ Programmer ✓ Tester	Product Test Programming
Dylan Duplessis	- Python, C, Java - Algorithm design - Skills agile development - communication and leadership skills	✓ Team Leader/Manager ✓ Programmer ✓ Customer ✓ Second point of contact with client ✓ Document controller	Managing BitBucket and Jira notice board - roles include maintaining wiki, and resolving merge conflicts of other team members.
William Wu	✓ SQL, Python, C, Java programmer. ✓ Internship experience with website frontend and api	✓ Programmer ✓ Head programmer	☑ Fulfill plans and requirements base on documentations

	development and testing ✓ Familiar with algorithm design, software design as well as applications		
Jimmy Liu	✓ Python, Java, Javascript programmer. ✓ Working experiences with Google API. AWS S3, EC2. Automation frameworks like Selenium and Pyautogui. ✓ Familiar with algorithm design, and Data Structure.	✓ Manager Stand-in ✓ Tracker ✓ Programmer ✓ Tester	✓ Manage weekly documentation ✓ Keep track of deadlines and expected delivery date for each member ✓ Programmer ✓ Tester

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