Group Agreement and Plan

Group Members

Name	Contact information	Scheduling Information
Minh Nguyen	0472554883	Online and On-campus on Mon - Fri
Shane Lin	0406216238	On-campus Mon, Thu, and Fri
Adrien Krebet	042260435	On campus, Tue, Wed Thur, 10:30–2:30
Mirza Hizqeel Ahmad	0475710029	Online and On-campus on Wed-Thu

Group name (optional)
CS Students (Aiming for HD maybe)

Group style and roles
Who does what, and how will you work together? Who will be responsible for the submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?

Adrien will do the home page and ask the tutor questions on behalf of the group; Minh will do the job application page and submit the assignment; Shane will do the job description page; and Hizqeel will do the about page.

The enhancements and CSS files will be released later.

Timeline
When do you need to make decisions? When do tasks need to be done to ensure you submit them on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances.)

WEEK	IN CLASS	OUTSIDE CLASS
Week 3	Look at assignment together, discuss timeline and plan to assign roles following week	Work on group agreement template and familiarise ourselves with the assignment rubric
Week 4	Assign the different website pages to individual members. Decide on fake IT company details	Begin working on individual pages according to requirements
Week 5	Continue working on individual pages and discuss progress	Continue working on individual pages and aim to finish them prior to week 6
Week 6	Plan out css concepts (if someone hasn't already finished their page and begun working on that) and work on it together to remain consistent. Also plan and work on enhancements.	Finalise enhancements and css. Submit by the end of week 6 Friday to allow for delays

Communication Plan
Decide and document how your group will communicate with each other and collaborate regularly during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents, etc. How often and how will you communicate? What are your expectations of others' responses to your communications?

We will communicate through Instagram and Discord every week, ensuring everyone replies and updates on their progress.

On-track behaviors

What behaviors will result in excellent group outcomes?

1. Great communication
2. Being eager and enthusiastic
3. Coordinating and collaborating
4. Decision-making and testing
5. Positive reinforcement and encouragement
6. Timekeeping

Off-track behaviors

What behaviors would result in group outcomes that aren't great?

1. Bad communication
2. Being passive and unmotivated
3. Unclear indications of to-do work.
4. Being toxic to each other through criticism
5. Lack of time control

Resolving tensions

How will we resolve tensions/off-track behavior as a group?

- Identify the root cause of the tension.
- Seek to understand, not just be understood.
- Assess the right time to intervene.
- Build trust and cooperation.

Team Expectations:

1. **Complete the assignment ahead of the deadline**

2. **Be cooperative and responsible for our work**
3. **Help each other when someone faces difficulties**

4. **Have excellent communication and build trust**

5. **Feel free to seek help when needed**

6. **Announce other members when something unexpected affects the work**

7. **Solve tensions in peace**