

BITS assignment 1 - contract → email trevor boi to get feedback → ask if im doing this correctly / on the right track

A group contract agreement is a collection of formalised expectations of group members.

It is expected that all group members:

10.0 to >4.0 Pts

Good clearly defined decision making process which can handle an impasse.]

TEMPLATE:

Team Contract

Saucy Onigiri

Team members

Anisah Mohd Isa

Akeela Majwood

Dylan Anderson

Jade Emery

Jessani Linsangan

Yumi Truong

Acquired Tasks

Anisah Mohd Isa → Features, Extended

Akeela Majwood → Beyond Current, Project Risks

Dylan Anderson → Project Name, Project Description

Jade Emery → Projection motivation, Justified Workload

Jessani Linsangan → Group Contract

Yumi Truong → Tools/resources, Collaborative Workspaces

Acquired Roles

Leader → Jade Emery

Github Manager → Dylan Anderson

Programmers → Anisah Mohd Isa, Akeela Majwood, Jessani Linsangan, Yumi Truong

Designers → Dylan Anderson, Jade Emery

Responsibilities

[include due dates for each task they do. They need to include a due date within trello]

Compromise and Expectations

[specific process for dealing with unmet expectations or other problems that might arise]

Potential issues

1. Members not being able to attend a meeting unexpectedly due to blank reason.
2. Work not being completed by the due date
3. Inconsistent communication and absence, leading to disorganisation
4. Unpleasant Behaviour that leads to an uncompromising environment

Prevention and Compromise

- Displaying a friendly, open minded and considerate approach towards each other will prevent a clashing environment. Having an environment that includes everyone's suggestions into consideration and having a reasonable mindset within all communication between the group will result in a more productive workflow.

[also include a agreed upon method for peer feedback, to avoid problems being addressed before the project ends]

Frequent Feedback towards each other + proofreading. Editing to enhance the quality of the work

Communication

The required communication platform the group will be using is Microsoft Teams. The main source of expected frequency of responses are located in the team is called, 'Saucy Onigiri' (TR-WE-230-Saucy-Onigiri).

Tools

The weekly workflow for the project requires each group member to use Github and Trello. Each member needs to contribute and/or share their work within the groups Github repository. Inserting and sharing the code within Github is the main purpose

of using it, in order to share code with the corresponding members. On the other hand, Trello is essential for staying organised, accommodating to due dates. The platform will have members being aware of what tasks are being done by who, what has already been completed and knowing what each member needs to accomplish before the deadline.

Expectation Summary

Below are the expected duties the individual member will need to agree with in order to be involved in the group that will work on their project.

- I will attend all meetings within the duration of 1 hour each. As well as working approximately 6 hours a week.
- I acknowledge that everyone including myself, will contribute fair efforts of work and provide our individual opinions/ suggestions for the group project.
- Actively communicating on Microsoft Teams in order to avoid miscommunication and enhance organisation.
- To use Github to record my progress on a frequent basis and use Trello as a result of a more organised workflow.
- I will have a computer or laptop and a diligent mindset in preparation for each meeting.
- I will be in agreement to attend meetings two or three times a week.

Signature: (Team members)

_____, _____, _____,
_____, _____, _____,

Discussion with group

Based on the lecturer's instruction or advice, he wants us to work on our strengths. Should we change the roles around perhaps?

Proposal method: To split the group to do programming and design. Therefore, everyone has a role.

Roles

3 people to program

- People who have lower strengths in programming with 1 person that's relatively experienced to assist group members. (or use people's strengths instead to be in this role for maximum efficiency)
- Jessani
- Yumi
- Dylan

3 people to design

- People who have lower strengths in designing with 1 person that's relatively experienced to assist group members. (or use people's strengths instead to be in this role for maximum efficiency)
- Jade
- Anisah
- Akeela

Leader → probably Jade

Other thing I want to discuss:

- Everyone needs to put their expected due dates for each of their tasks in trello - so that I can add them within their contract.
- Do I need to make 6 HTML documents for each individual member plus one HTML document for the whole group? (based on this information)
 - A place for each group member to indicate their agreement to the contract
 - Include a 3 column HTML table for each group member, "Name" "Strengths" "Areas to develop" which will serve to identify the areas which each group member will concentrate and build on during the project.
- Ask them to insert due dates

Individual Members

Name: Jessani	Strengths <ul style="list-style-type: none">• Design and Folio work. The ability to use	Areas to Develop <ul style="list-style-type: none">• Programming skills
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	softwares suitable for graphic design such as Adobe Illustrator and Adobe Photoshop. As well as basic HTML and CSS skills.	
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Name: Jade	Strengths <ul style="list-style-type: none"> • Design/art, web programming (html & css), management/organization 	Areas to Develop <ul style="list-style-type: none"> • Web programing & programming as i am still learning
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Name: Akeela	Strengths <ul style="list-style-type: none"> • UX design, research and content management 	Areas to Develop <ul style="list-style-type: none"> • Web programming (HTML & CSS)
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Name: Yumi	Strengths <ul style="list-style-type: none"> • Design 	Areas to Develop <ul style="list-style-type: none"> • web programming (HTML & CSS)
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Name: Anisah	Strengths <ul style="list-style-type: none"> • Design and Folio work. The ability to use softwares suitable for graphic design such as Adobe Illustrator and Adobe Photoshop. 	Areas to Develop <ul style="list-style-type: none"> • Programming (HTML,CSS and Javascript)
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Name: Dylan	Strengths <ul style="list-style-type: none"> • Web programming and networking 	Areas to Develop <ul style="list-style-type: none"> • Report writing and thorough checking.
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Assignment Requirements: