1. **Group Name:** Two
2. **Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Preferred Name | SID |
| A | Benjamin Graham | Ben | 480433668 |
| B | Ryder Chen |  | 480344054 |
| C | Xinwei Luo |  | 480463584 |
| D | Zijun Hui | Allen | 480463528 |
| E | Nicholas Giannoulis | Nick | 480380498 |
| F | C Sashritha A Peiris | Sashi | 480463621 |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| A | Benjamin Graham | bgra9487@uni.sydney.edu.au | 0468738821 |
| B | Ryder Chen | rche7295@uni.sydney.edu.au | 0430090036 |
| C | Xinwei Luo | xluo3503@uni.sydney.edu.au |  |
| D | Zijun Hui | [zhui8309@uni.sydney.edu.au](mailto:zhui8309@uni.sydney.edu.au) |  |
| E | Nicholas Giannoulis | ngia5754@uni.sydney.edu.au | 0435278222 |
| F | C Sashritha A Peiris | cpei5953@uni.sydney.edu.au | +64272616634 |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Tracker | Manager | Customer\* | Programmer | Tester | Doomsayer |
| 6 | Xinwei | Nick | Allen | Everyone | Allen | Ben |
| 7 | Allen | Nick | Allen | Everyone | Ben | Ryder |
| 8 | Ben | Nick | Allen | Everyone | Ryder | Sashi |
| 9 | Ryder | Nick | Allen | Everyone | Sashi | Xinwei |
| 10 | Sashi | Nick | Allen | Everyone | Xinwei | Allen |
| 11 | Xinwei | Nick | Allen | Everyone | Allen | Ben |
| 12 | Allen | Nick | Allen | Everyone | Ben | Ryder |

\*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.

Manager: Writes the minutes. Plans and is responsible for meetings and allocates roles.

Tracker: Tracks and monitors team progress. Generates a progress report.

1. **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.]*

Satisfy client needs. Experience and learn authentic software development, including extreme programming.

Gain a deeper understanding of machine learning, especially deep learning and novel methods.

Improve our group work and communication skills in the context of our new normal, especially with an external client.

Obtain 100% in this unit.

**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.**

1. **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?*

Each member will discuss the challenges they faced and what they learnt in doing their role during weekly meetings. We will ensure each members hands down the tools/ protocols required for each role to their successor.

This will enable a smooth transition between roles and promote effective communication.

1. **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 | 5pm Tuesday | 2 hours | Weekly | Zoom |
| Other (First Preference) | 10 am Thursday | 2 hours | Weekly | Zoom |
| Other (Back-up) | 4 pm Friday | 2 hours | As needed | Zoom |

1. **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?*

The manager is responsible for recording meeting minutes. They are also tasked with planning and coordinating meetings and allocating roles.

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

*What does this mean?*

Group coordination and communication is critical in ensuring participant potential is maximised, especially for a semester long project. Breakdown in communication can lead to members being left by the wayside and not contributing effectively. The designated roles (Tracker, Manager, etc) will play a large part in avoiding this.

Slack and bitbucket will be used to manage assigned tasks and set deadlines. Each team member will know what to do, when to do it by and how to manage shortfall.

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

The tracker is assigned the role of monitoring each member’s progress, primarily at the weekly meetings. We can also hold stand-ups for each member to recount progress and identify roadblocks.

1. **Group Conflict**

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

*Where will such decisions be recorded?*

Meeting minutes will be available on Bitbucket while chat history will be available on Slack.

*How will you demonstrate agreement?*

This will be demonstrated by all group members signing off on each week’s minute document. This will involve a brief description on points they agree and disagree with. This demonstrates each member is aware of proceedings and is satisfied.

*When will you escalate conflict to your tutor?*

The manager will take the lead in mediating, and eventually escalating conflict to our tutor (Frank Fu). Escalation will be indicated by a conflict that cannot be resolved internally.

1. **Presentation Rehearsal**

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

*How?*

We expect each member will contribute effectively throughout the semester. Hence, all members will be up to speed on the project come demo time. Regardless, we will hold practice sessions for the demo during meetings to ensure group coordination.

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

The rehearsal will take place via Zoom at a time TBD.

1. **Task Allocation**

* We will distribute the work fairly and equitably

The manager will allocate tasks during weekly meetings, and agreement will be indicated in the meeting minutes sign-off.

How will you do this?

The manager will consult with the team regarding the workload of each task and distribute tasks equally.

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

TBD.

1. **Deliverables**

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

|  |  |
| --- | --- |
| Deliverable | Due Date |
| Client code requirements | To be decided |
| Meeting minutes (Bitbucket) | Last day of each week |
| Status report (Tracker) | 1 pm each Monday |

1. **Specific Team Rules**

*The following two are compulsory*

* Each team member must enter 1 issue ticket 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.*

* Each team member must read the wiki daily and post a response
* 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
* Each member attends at least one meeting each week
* Each member must recount the challenges and experiences of their role to their successor during weekly meetings
* Each member must fulfill their role each week, detailed above.

1. **Tools and Resources**

*Tools and Resources and their use in the Teams project work*

|  |  |
| --- | --- |
| Tool/Resource | Use |
| BitBucket | Meeting minutes and code versioning |
| Zoom | Teem meetings |
| Slack | Team text communication and task allocation |

1. **Agreement**

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

*Team Member 1’s Name: C Sashritha (Sashi) A Peiris Signature*

*Team Member 2’s Name: Zijun (Allen) Hui Signature*

*Team Member 3’s Name: Benjamin (Ben) Graham Signature*

*Team Member 4’s Name: Nicholas Giannoulis Signature*

*Team Member 5’s Name: Ryder Chen Signature*

*Team Member 6’s Name: Xinwei Luo Signature*

1. **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) |
| Nick | * Competing in Programming competitions * Experience with machine learning * Knowledge of Python, Java, C, C++, Haskell, Matlab * Communication skills * Interest in theoretical computer science, particularly machine learning * Research experience in mathematics | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * As tracker liaison with team members to make sure the project is on schedule. * Submit well structured code in a timely manner as a programmer. Communicate with the team to make sure our work/contributions are coordinated. * Develop and share an understanding of and novel insights into self organising maps. |
| Allen | * Participate in programming competitions * Participate in Hackathons * Communication skills * Interested in computer vision and graphics | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * Be a good programmer * Communicate with the client * Write quality tests with high coverage |
| Sashi | * Significant experience and interest in machine learning, including deep learning in Keras * Programming experience in Python, C, Java, R and others * Research experience applying machine learning in a medical context * Interest in computer science research and theoretical computer science | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * Communicate effectively with the team. * Program rapidly but with thorough testing. * Gain understanding of the theory of self-organising maps. |
| Xinwei | * Interest in machine learning, deep learning with various big datasets * Research experience * Programming course tutoring experience * Project management course experience * Communication skills | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * Group progress * Client requirements * Communication with team and clients * Generate deliverables |
| Ben | * Interest in algorithms, machine learning, deep learning with various big datasets * Tutored programming course in python * Experience in C, Python and Java. * Some research experience prior to this course * Experience with some coding competitions. | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * Create weekly progress reports for tutorials, monitor work completion * create tests e.g. integration testing * Work on a high quality product for the client, gain an understanding about self-organising maps |
| Ryder | * Interest in algorithms and machine learning * Experience with Keras, Pytorch, gpytorch, Python, C, Java, Javascript, HTML, CSS * Experience with testing using selenium, JUnit, Mockito * Research experience quantifying uncertainty in Hilbert Maps (machine learning based mapping approach) | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | * Communicate effectively with the team * Create tests and high quality code * Perform all tasks allocated by the team promptly * Develop a strong understanding of self-organising maps |

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