**Appendix A**

**CE291 Team Project Challenge**

**January 2022**

**Project Team Charter**

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| **Team Name:** |  |

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| **S/No** | **Team Members** | |
| **1** | **Full Name:** | Dedrick Yong Run Kang |
| **Email:** |  |
| **How can I best contribute?** | A bit of everything |
| **What do I need help with?** | Coding |
| **2** | **Full Name:** | Thirugnanasambandam Vinoth Kumar |
| **Email:** |  |
| **How can I best contribute?** | Coding |
| **What do I need help with?** | Report |
| **3** | **Full Name:** | Alvin Ong Wei Jun |
| **Email:** |  |
| **How can I best contribute?** | UX Design / Coding |
| **What do I need help with?** | Advance coding |
| **4** | **Full Name:** | Lau Zhi Wei |
| **Email:** |  |
| **How can I best contribute?** | Coding |
| **What do I need help with?** |  |
| **5** | **Full Name:** |  |
| **Email:** |  |
| **How can I best contribute?** |  |
| **What do I need help with?** |  |

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| **As a Team, we agree to/that….** | |
| **Team Goals**  ***What do the team wish to accomplish with this project?*** | 1. Coding skills  2. Teamwork  3. High grades for this project (80%)  4. Project mgmt skills |
| **Team Meetings**  ***When and where?*** | When?: Any day other than Friday  Where? : Central , Zoom meeting |
| **Team Meetings**  ***What should I do if I am going to be late or unable to attend a meeting?*** | How? – Inform in whatsapp group  By when? – case by case basis |
| **Working as a Team**  ***How should major project decisions be made?*** | Voting and Discussions |
| **Working as a Team**  ***What should I do if I am unable to fulfil my tasks before the deadline?*** | Inform the group in whatsapp group early |
| **Working as a Team**  ***What should I do if I spot a piece of work by another team member that can be improved tremendously?*** | Voice out your views to improve your work |
| **Avoiding Plagiarism**  ***Acknowledgement*** | An act of plagiarism by one member will affect the grade of **ALL** members. |
| **Avoiding Plagiarism**  ***How should plagiarism be reduced to zero?*** | Give Credit to other peoples work when using it in the report |
| **Final Grade**  ***Acknowledgement*** | Marks are individualised. Students who have made the most contribution gets the team grade. Students who have made less contribution gets a lower grade. **Students who have made zero contribution gets nothing. There is no reassessment for the project**. |

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| **Team Member** | **Full Name:** | **Acknowledgement and Agreement**  ***By signing, I agree to adhere to the above*.** |
| **1** | Dedrick Yong Run Kang |  |
| **2** | Lau Zhi Wei |  |
| **3** | Ong Wei Jun |  |
| **4** | Thirugnanasambandam Vinoth Kumar |  |
| **5** |  |  |