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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Preferred Name | SID |
| A | Chen Zuli | Torres | 450647600 |
| B | Fang Yilin |  |  |
| C | Jeremy Xing |  |  |
| D | Sungki Yoo |  |  |
| E | Kyrie Zhang |  |  |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| A | Torres | [zche0193@uni.sydney.edu.au](mailto:zche0193@uni.sydney.edu.au) | 0424840495 |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Tracker | Manager | Customer\* | Programmer | Tester | Doomsayer |
| 2 | Jeremy | Yilin |  |  |  |  |
| 3 | Yilin | Torres |  |  |  |  |
| 4 | Torres | Sungki |  |  |  |  |

\*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.

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.]*

*-obtain a satisfactory grade for SOFT3888*

*-everyone of us should improve on leadership skill*

*- everyone improve on programming skills*

**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?*

We will rotate our roles every weeks, and hand over on Monday lab, the manager will share to the group what we did well and what we need to improve on the last week, and also discuss what are the tasks for the upcoming weeks, so the new manager should have a well understand his jobs.

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 | Every Monday 6pm to 8pm | 2 hours | Weekly | Face to Face |
| Other (First Preference) | Every Thursday 4pm | 1 hour | Weekly | Face to Face |
| Other (Back-up) | discuss online if needed | no fixed hour | As needed | online |

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?*

-what are the exact time and place to meet client

-what we did well on last week

-which part we did not work well

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

*What does this mean?*

*Everyone of the group needs to contribute to the project equally*

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

*The project manager of the week will check the schedule of each person, if someone is fall behind, the project manager needs to try to lead him to solve his problem, if the problem is not solve, then the project manager or the group member needs to be share the difficulties on the group meeting, and let the group to come out solution.*

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?*

*Slack*

*How will you demonstrate agreement?*

*When will you escalate conflict to your tutor?*

1. **Presentation Rehearsal**

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

*How?*

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

1. **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.

We will share the each member or pairs

1. **Deliverables**

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

|  |  |
| --- | --- |
| Deliverable | Due Date |
|  |  |
|  |  |
|  |  |

1. **Specific Team Rules**

**­***The following two are compulsory*

* Each team member must enter \_\_\_ 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.*

* 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

1. **Tools and Resources**

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

|  |  |
| --- | --- |
| Tool/Resource | Use |
| BitBucket |  |
| …. |  |
| Slack |  |

1. **Agreement**

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

*Team Member 1’s Name Signature*

*Team Member 2’s Name Signature*

*Team Member 3’s Name Signature*

*Team Member 4’s Name Signature*

*Team Member 5’s Name 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) |
|  | * Graphic design * Competing in Programming * Project management * Communication skills * Interest in IT innovation | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | *What sort of information or tasks will the person in this role be responsible for exactly* |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |

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