1. Team Outline

Team Name: 2 + 4

Team Leader: Wei Liu

Team Member	Program of Study	Email address	Statement of aims	Duties
He Zong(46551836)	Computer science	s4655183@uq.edu.au	I want to improve my project design and teamwork skills, so that I can fully prepare for the future teamwork project.	Design idea writing, design solution optimization, receiving user feedback and communicating with users.
Jiawen Li(45787825)	Infotmation technology	s4578782@uq.edu.au	make a good design	Collect the interviews, assist for paperwork tasks, assist for developing the prototyping.
Wei Liu (44575883)	Bachelors of Commerce/ Information Technonlogy	liu1156641488@gmail.com	I aim to improve my leadership skills, which are a strength but still need growth. I also aim to overcome procrastination and gain a deeper understanding of app technology and prototype design through this course.	Ensure the team has a clear understanding of the assignments; maintain team motivation for teamwork; ensure all assignments are submitted on time; ensure meetings run smoothly.
Yuqing Zhang	Interaction Design	s4751965@student.uq.edu.au	My goal is to become proficient in the key concepts of social and mobile computing through project iterations and to integrate these concepts into my future designs.For	I will assist the team in creating prototypes and provide some basic front-end code to help the project run. Additionally, I will interview 2 to 3 families for the team. On

			example, our project may involve location-aware design. If I were to design a social app in the future, I would first consider incorporating the concepts of Location-specific and Location-aware from social and mobile computing, enabling users to make friends by using location-based features and system responses to user locations.	the other hand, I can also provide further literature reviews for the project's theme research.
Weiduo Lin	Information technology	weiduo525@gmail.com	I hope to strengthen my process of turning a concept into a complete product model and improve my ability to iterate models during product design.	Interviewed three different people to obtain data and was responsible for the preliminary design and presentation of part of the PPT.
Yao Xiao	Interaction Design	xiaoisyaois@gamil.com	I hope that through this project, I can exercise my communication skills, try to participate more in team decision-making, and learn how to better express design concepts in team cooperation.	Through my knowledge and experience in design, I will contribute to the early user experience and later prototype design of the team

2. Project Outline & Title

<u>Title: Travel Planning for Family road trips</u>

Project outline：

Our project aims to address the following issue: the planning of family road trips differs significantly from that of both self-guided and group tours. This is due to the diverse range of individual preferences within a family, which makes it challenging to develop a concrete plan that accommodates the travel preferences of all family members

3. Github URL

https://github.com/vvvcccttt/DECO3500/settings/access?guidance_task=

4. Communication Agreement

4.1 Communication

Primary Communication Channels

- Wechat
- Discord

Secondary Communication Channels

- Email
- Microsoft Team

Meeting Management

One of our team members will hold the zoom meeting for us when we decide to have an online meeting for next meeting, and there is a minute-taker to record our meeting log;
If we decide to have an on campus meeting for the next meeting, we will book the meeting room immediately before we end the meeting.

Expectations of Response Times

Check the group chat at least 4 times per day, and when there is something that needs everyone to respond or some of us to respond, we have to respond on that day, or we have to provide the reason why we did not respond on that day. Besides, we have to let other teammates know about the progress of our allocated work in the group chat every two days.

4.2 Decisions

<u>Decision-making Procedure</u>
- ● a. Begin by identifying the problems to be solved and the tasks to be assigned
- ● b. Each person should first boldly express his/her own ideas and preferences for the assigned tasks.
- ● c. If there are differences in ideas, express your thoughts clearly to each other first and try not to interrupt when others are saying something
- ● d. Depending on how the team makes decisions, methods such as voting, consensus or negotiation may be used to determine the final program.The team leader decides if the ideas are half and half.
- ● e. Record in detail the content, rationale and final outcome of the decision. And division of labor based on the final decision

4.3 Meeting deets

<u>Meeting time</u>
Every week Saturday from 11am to 2pm.
Additional weekly meeting time: Tuesdays from 6 to 8 p.m. (2 hours) (in case of excessive tasks or unforeseen circumstances during the current week)

<u>Meeting method</u>
Online meeting using discord or book an on campus room for meeting

<u>Meeting content</u>
Reporting on the completion of assigned individual tasks, di
scussing problems or ideas in individual tasks that were allocated from previous week, assigning tasks for the next meeting/assignment and record the meeting log

4.4 Workload Agreement

<u>Management & Delegation of Tasks</u>
During the meeting, we will let all of us to do the team project together, and if everyone who has finished their own tasks can support other teammates to finish up their tasks.

<u>Re-delegation of Workload</u>
After we assigning work for couple days, and some of our teammates find that it is difficult for them to finish their own tasks just themselves or they have no idea with that specific task, we can

immediately discuss this issue in the group chat and try to find another teammate who can takeover his task or re-allocate task by holding an additional online meeting.

Project Management & Collaboration Using GitHub

We will have everyone collaboratively edit the content on GitHub once everyone understands all the tasks required. Different parts will be completed according to each person's responsibilities. Finally, someone will need to assess the overall completeness of the project content on GitHub

5. Conflict Resolution Agreement

5.1 Conflicts

Defining Conflict & Seting Clear Standards

Our understanding of conflict is that it arises when team members hold on to their own opinions without considering others' perspectives, leading to misunderstandings. This can cause one to firmly believe that the other person is wrong or foolish, resulting in a lack of respect for their ideas and ultimately ignoring them.

Issues Resolving process

1. Identify the root cause of the conflict and understand why it occurred.
2. For personal conflicts, have a one-on-one conversation with the involved members. If it's a team conflict, appoint a member who is trusted by everyone to fairly propose a solution.
3. If the issue cannot be resolved internally, we will seek help from the lecturer or tutor during the studio session to address the conflict.

6. Dated signature from each team member

Wei Liu

Yao Xiao

Li Jiawen

He Zong

Yuqing Zhang

Weiduo Lin

August 30, 2024