

Project Name: PHP to Python

Company: OreFox company

Team Name: Spade A

Team Working Agreement

Project start date: 2021/03/03	Project due date: 2021/06/04
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Team members Information

Student Name	Student ID	Student Email
Hejia Zhou	N9617442	hejia.zhou@connect.qut.edu.au
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A. Commitments:

As a project team we will:

1. Only agree to do work that we are qualified and capable of doing.
2. Be honest and realistic in project planning and reporting scope, schedule, staffing and estimate cost.
3. Act proactively, anticipate potential problems and try to prevent them before they occur.
4. Notify our customers and sponsors of any changes that may affect them in a timely manner.
5. Keep each team member informed.
6. Strictly keep confidential the proprietary information about our customers.
7. Focus on the best solution for the project.
8. Review the project to completion.

B. Team Meeting Ground Rules: Participation

We will:

9. Unless otherwise stated, questions that arise during meetings in the team should be kept confidential.
10. Be honest and open during meetings.
11. Encourage a diversity of opinions on all topics.
12. Give everyone an equal opportunity to participate.
13. Be open to new methods and listen to new ideas.
14. When things go wrong, avoid blaming others. Instead, we will discuss the process and explore how to improve it.

C. Team Meeting Ground Rules: Communication

We will:

15. Seek understanding first, then pay attention to communication.
16. The point of view needs to be clear.
17. Good at listening and understanding other people's perspectives.
18. Ensure that the discussion progresses forward.
19. Visual presentations such as drawings, diagrams and tables will be discussed to aid understanding.

D. Team Meeting Ground Rules: Problem Solving

We will:

20. Encourage all members to participate.
21. Tolerate and consider all kinds of new ideas, because new concepts come from outside our normal ideas.
22. The point of view should be based on the existing foundation.
23. Learn to use team tools to facilitate problem solving.
24. Set a date to resolve the problem and don't delay.
25. Problem solving is a creative process, and new ideas and understandings need to be paid attention to.

E. Team Meeting Ground Rules: Decision Making

We will:

26. Under reasonable circumstances, make improvements and decisions based on specific data.
27. Find the required data information.
28. Before we choose option, we first discuss the criteria for the decision (cost, time, scope, etc.).
29. Encourage and support data exploration.
30. Any decision must be approved by the team before execution.
31. Reasonably arrange meeting time through normal channels, and do not discuss related projects with non-team members in inappropriate ways.
32. Every decision requires the overall agreement of the team.

F. Team Meeting Ground Rules: Handling Conflict

We will:

33. Treat conflict as a normal phenomenon and view it as an opportunity for growth.
34. Before seeking answers or solutions, it is necessary to understand the interests and wishes of each participant.
35. Choose an appropriate time and place to discuss and explore the conflict.
36. Listen to other opinions openly and objectively.
37. Repeatedly confirm what we know with others and ask if it is correct.
38. Acknowledge the effective points put forward by the other party.
39. State our views and interests in a non-judgmental and non-offensive manner.
40. Seek to find common ground for consensus.

G. Meeting Guidelines:

41. Meetings will be held every 5 days.
42. Meetings will be called by team leader and project manager.
43. Agendas will be issued every 3 days/weeks in advance by business advisor and project manager.
44. Meetings will be facilitated by Online contact; through real-time communication software such as zoom and WeChat. Scheduling tasks and product blogs through Trello.
45. Evaluations of meetings will be conducted every 3 meeting.
46. The record will issue minutes within 1 days of the meeting.

H. Meeting Procedures:

47. Meetings will begin and end on time.
48. Team members will come to the meetings with prepared.
49. The agenda items for the next meeting will be discussed at the end of each meeting.
50. Unresolved issues will be added to the Issues list.
51. If a team member cannot attend a meeting, he/she will send a representative with authority to make decisions.
52. Meeting tasks will be rotated among members.

Agreements

1. First read & discuss each agreement to agree on what is being asked of you?
2. Each member must attend every meeting, participate in the project, and present the results of the project.

- We all promise to listen to each other's ideas with respect.
- We all promise to do our work as best as we can.
- We all promise to do out work on time.
- We all promise to ask for help if we need it.

If someone on our team breaks one or more of our agreements, the team may have a meeting and ask the person to follow our agreement. If the person still breaks our agreements, we will ask tutor to find solution.

Group signatures:

1. Hejia Zhou
2. Jianyue Zhong
3. Kecheng Chen
4. Minjian Zhou
5. Wanli Liu