Team Agreement

# Project Overview

Project Name: Preferencing system

Project Team: T063  
Report Date: 27/7/2024

# Role and Responsibility Allocation

## Team Leader

* Responsible for overall project planning, process tracking, and management.
* As the primary liaison for the team, industry partners, and other collaborative teams.
* Resolve issues within the team, responsible for communication and collaboration.

Member: Taine

Development (front-end)

**Interface Design:**

* Design and implement user interfaces that are intuitive and easy to use.
* Ensure all tables and documents maintain a consistent format and style.

**User Experience:**

* Improve the user experience when interacting with documents and sheets.
* Ensure that the navigation through documents and sheets is user-friendly.

**Interactive Design**:

* Use Google Sheets features like data validation, conditional formatting, and formulas to enhance interactivity.
* Create dynamic charts and data summaries to improve information visualization and readability.

Member(s): Lucy, Rachel, Nichol，Taine

Development (back-end)

**Data Structure Design:**

* Design the data architecture for tables, ensuring rational organization and storage of data.
* Create and maintain complex data tables and database links.

**Logic and Functionality Implementation:**

* Write scripts using Google Apps Script to handle complex calculations, automate tasks, and integrate data.
* Ensure the security and efficiency of data processing.

**System Integration:**

* Integrate other APIs and services (such as Google Drive, Google Calendar, etc.) to expand functionalities.
* Ensure the stability and scalability of the system.

Member(s): Taine, Lucy, Rachel, Nichol

Quality assurance and deployment

* Responsible for developing and executing testing plans.
* Responsible for writing and updating project documents.

Member(s): Taine, Lucy, Rachel, Nichol

# Team contract

This contract aims to clarify the roles, responsibilities, and cooperation guidelines among team members to facilitate the smooth progress of the project and effective collaboration within the team.

1. **Criterion**

* Adhere to meeting and working hours every week.
* Actively participate in decision-making.

1. **Role and Responsibility**

* The roles and responsibilities are described above.

1. **Fairness**

* Each member is assigned corresponding work according to their role.
* The additional workload needs to be allocated through negotiation.
* Each member's job is not fixed, and if there is a need for help from other team members, they can exchange jobs with their consent.

1. **Communication**

* Methods: e-mail, WhatsApp, face-to-face,discord,WeChat
* Meet every week on campus
* The meeting needs to notify each member in a timely manner to update on progress and resolve issues.

1. **Conflict and Resolution**

* When the team encounters conflicts and contradictions, we should negotiate and resolve them.
* If necessary, seek help from a tutor or industry partner.

1. **Contract modification**

* This contract can be modified after consultation among all team members.

This contract is jointly signed by all team members, indicating their agreement to abide by it.

*Signed:*

*Taine Baldwin Core*, n10074040

*Ruyun Xue*, n11753293

*Lulu Zhuang*, n11752572

*Xingyu Chen,* n11753366

*Date:*

26/07/2024