COMP3030J Software Engineering Project 2 2024-2025

Beijing-Dublin International College

Team Agreement - Group 14 SKT

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Contents

1   Introduction

This document serves as a team agreement to outline the expectations and responsibilities for all members working together on the project. It aims to create a structured environment where communication is clear and tasks are completed efficiently. This agreement helps ensure that all members are on the same page and fosters a productive, cooperative atmosphere.

The members of the team are:

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2   Communication

Communication between team members will primarily be conducted through WeChat. In case of emergencies, team members can contact each other directly by phone. Weekly team meetings are scheduled after class through Tencent Meeting (see "Meetings" below). Throughout the course of the project, continuous communication and interaction among team members are required to ensure smooth progress.

3 Meetings

3.1 Meeting Schedule

- **Regular Meetings**: We will conduct weekly routine meetings at 5 p.m each Tuesday, with duration based on the content discussed.

- **Ad-hoc Meetings**: Any team member can call for an additional meeting with at least one day's notice, stating the purpose and expected duration of the meeting.

3.2 Content of Regular Meetings

- **Progress Report**: Each team member should present what they accomplished in the previous week and outline their expected tasks for the upcoming week.

- **Effort Estimation**: Use Planning Poker to estimate the workload for each feature.

- **Task Allocation**: Assign tasks based on workload and the complexity of feature implementation.
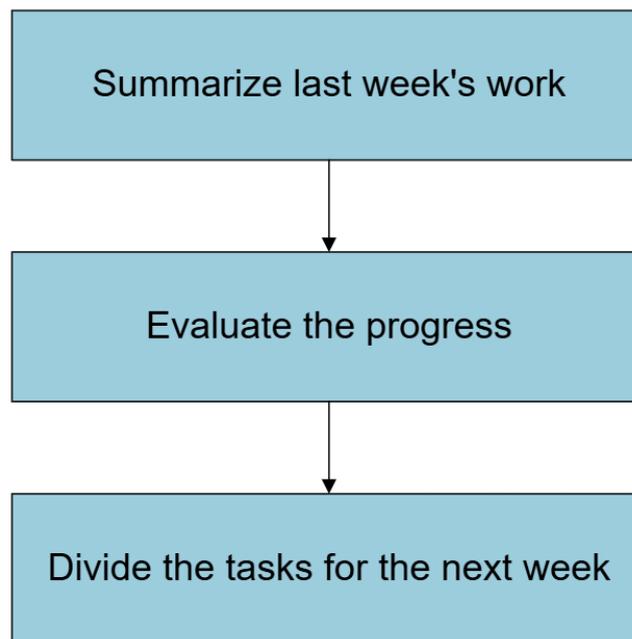
Figure 1: Meeting Agenda

3.3 Rules to Follow

- **Majority Rules**: In case of a lack of consensus, decisions will be made by majority vote, with understanding and respect for dissenting opinions, which should be documented.

- **Action Items**: Decisions made during meetings will result in clear action items, assigned to specific team members with set deadlines for completion. Action items will be tracked in our project management tool.

4   Group Progress

4.1   Project Schedule

The group will create a detailed project schedule that breaks the project into phases. Each phase will have specific milestones, deadlines, and deliverables. The schedule will be organized by weeks, with clear start and end dates for each task and subtask.
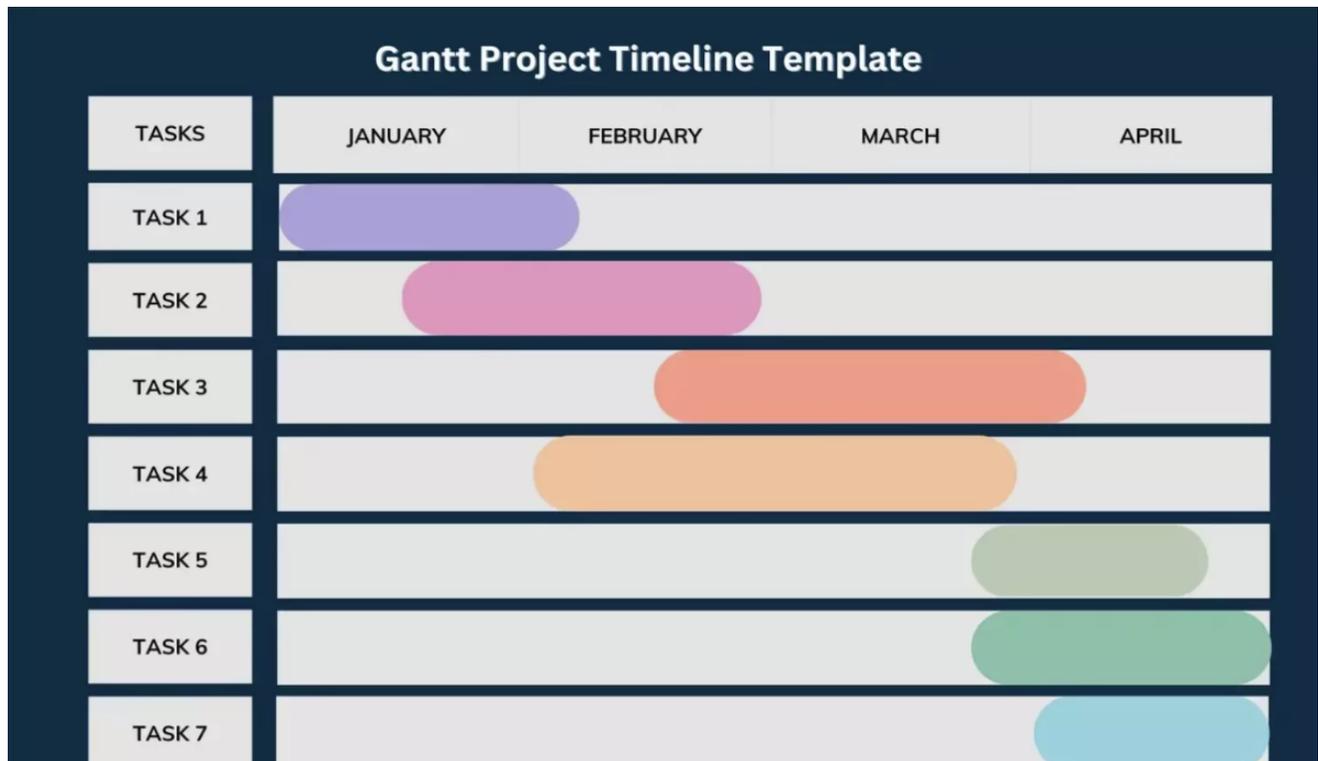
Figure 2: Gantt Chart

4.2   Task Assignment

At the beginning of each phase, the team will assign specific tasks to each member based on their strengths and roles. Each member will be responsible for completing their tasks by the set deadlines.

4.3   Weekly Tracking

Progress will be monitored during weekly meetings. Each member will report on the status of their assigned tasks, highlighting any completed work and any challenges faced. This allows the team to stay aligned on progress.

4.4 Adjustments and Problem-Solving

If any delays or obstacles occur, the team will adjust the timeline as needed. The group will discuss possible solutions, reallocate resources, or modify deadlines to keep the project on track.

4.5 Review Points

Specific review points will be scheduled throughout the project. At these points, completed tasks will be evaluated to ensure they meet the team's standards before moving forward. This ensures quality and consistency in the work.

4.6 Continuous Monitoring

The project schedule will allow the group to continuously track progress. If any member is falling behind, the team will take proactive steps to offer support or adjust the workload to ensure everyone is contributing equally.

5 Conflicts

5.1 Constructive Conflict Resolution

All team members are expected to approach conflicts constructively, with the goal of finding mutually agreeable solutions. Conflicts should be seen as opportunities to improve understanding and collaboration, not as personal attacks. Team members are encouraged to remain calm and objective while discussing any issues that arise.

5.2 Initial Communication

When a conflict occurs, the members involved should first take the time to understand the details of the issue. They should identify the points of contention clearly and organize them in a manner that allows for a focused discussion. The team members should communicate directly and respectfully to express their perspectives on the matter.

An initial discussion between the conflicting parties should be scheduled as soon as possible. During this conversation, both parties should listen to each other's viewpoints without interrupting, focusing on understanding rather than reacting. It is important to ensure that the tone remains respectful and productive, with a focus on resolving the issue at hand.

5.3 Seeking External Input

If the initial discussion does not lead to a resolution, the conflicting parties should consult with other team members or external teams to seek advice. These additional perspectives can provide fresh insights or alternative solutions that may not have been considered during the initial discussion.

5.4   Group Discussion and Solutions

If after consulting others the conflict remains unresolved, it should be brought to the attention of the entire team during a scheduled team meeting. This ensures that the whole team is aware of the issue and can work together to find a resolution. During the meeting, all team members should be encouraged to listen to both sides of the conflict and provide constructive feedback.

Once the conflict is presented to the team, the conflicting parties should clearly communicate their concerns and positions. The other team members should provide suggestions, share their viewpoints, and discuss potential solutions. This open discussion should be focused on finding a compromise or solution that works for everyone involved.

5.5   Leadership Intervention

If the team members are unable to reach a unified suggestion or solution, the team leader will step in to make a final decision. The leader should make an informed choice based on the discussions, ensuring that all voices have been heard and that the solution aligns with the team's objectives and values. The leader's decision should be communicated clearly to all team members, along with the reasoning behind the choice.
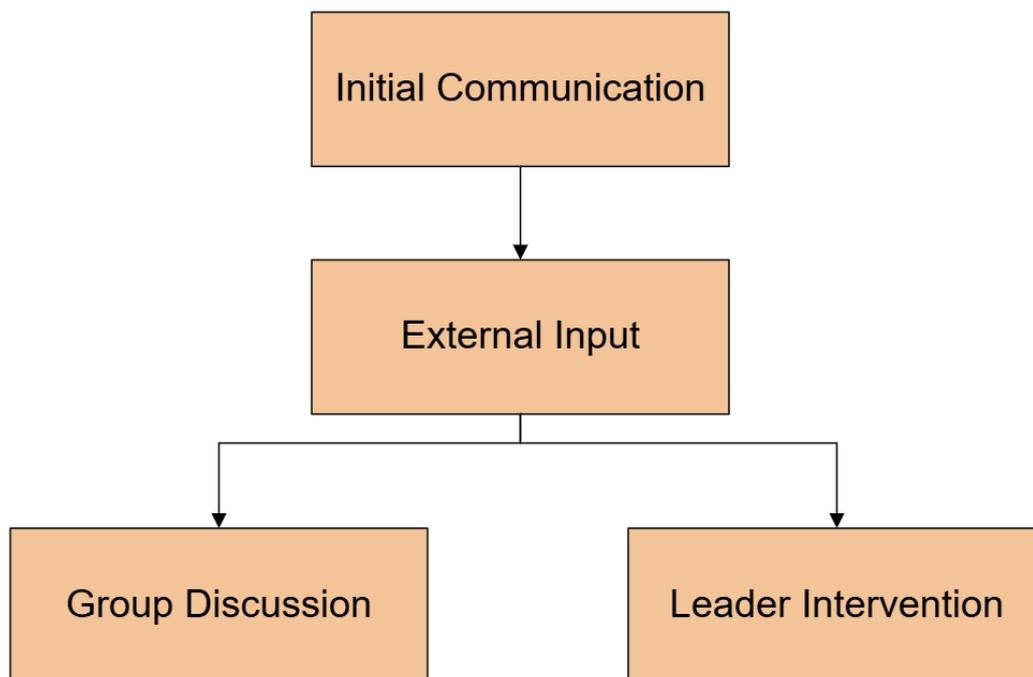

Figure 3: Conflicts Resolution

5.6   Follow-up and Reflection

After a decision has been made, it is important for the team to reflect on how the conflict was handled. The team should evaluate the resolution process to identify what worked well and what could be improved. This reflection will help the team learn from the experience and improve their approach to conflict resolution in the future.

6 Decision-making

6.1 Discuss First

- Discuss everything openly (e.g., via Tencent Meeting or in-person) before making decisions.

- Clearly explain how the decision impacts the project.

- Always prepare at least two backup options.

6.2 Decision Scenarios

- **Routine Stuff**

  - Quick vote by raised hands. Anyone who disagrees should give technical reasons.
  - If ≥ 3 objections, restart discussion.

- **Urgent Issues**

  - The most tech-savvy member can decide immediately but must write a "Why We Did This" document to explain his idea.

- **Big Disagreements**

  - Everyone anonymously uploads solutions to a cloud drive.
  - Rate options from 1-10 points. Highest score wins automatically.

6.3 Keep Records

- Log every decision in a shared document with:

  - Why we made this choice.
  - What's wrong with the options we didn't pick.
  - Expected improvements.

- Spend 10 minutes every 1 to 2 weeks reviewing past decisions. If results are way off track, re-discuss.

6.4 When We Can't Agree

- If the same issue causes 3+ arguments:

  - Ask a TA or teacher.
  - If still unresolved after 3 tries, redistribute team roles.

7 Participation

7.1 Penalty Enforcement Details

1. **Absence from Meetings (-2 points)**

   - **Definition**: Failure to notify the group in chat 24 hours in advance, or absence without emergency proof (e.g., medical documentation).
   - **Exception**: Sudden illness/emergency requires proof submission within 24 hours; otherwise, points are deducted.

2. **Missed Deadlines (-3 points)**

   - **Definition**: Tasks not submitted by the deadline without a 48-hour prior extension request.
   - **Exception**: No penalty if a deadline extension is approved by ≥ 4 members via team vote.

3. **Unresponsiveness (-1 point)**

   - **Definition**: No reply to routine messages within 12 hours, or urgent tasks within 2 hours.

7.2 Penalty Execution Process

1. ≥ 5 **Points: Team Dinner**

   - The violator must organize a dinner within 7 days and submit a reflection report to the group files.
   - Personal points reset to 0; team total remains unchanged.

2. ≥ 10 **Points: Point Redistribution**

   - **Calculation**: Deduct 20% of the violator's current points (rounded to the nearest whole number) and distribute equally to the 5 other members.
   - **Retention Vote**: The violator submits an improvement plan. The other five panelists voted anonymously, and more than four voted to remain membership.

7.3 Transparency and Documentation

1. **Real-Time Updates**: Track points via a Tencent Docs spreadsheet, noting deduction times, reasons, and evidence screenshots.

2. **Rotating Supervision**: Assign one member weekly to audit points and report changes in the group chat daily by 10:00 PM.

7.4 Appeal Mechanism

Dispute Resolution: Members disputing penalties must provide evidence within 24 hours.

8 Summary

The ideas and requirements proposed in this team agreement aim to provide the best working conditions for completing the specified software engineering project. This agreement emphasizes the development of key skills such as communication, teamwork, problem-solving, creativity, work ethics, interpersonal skills, and time management, through a team-oriented approach around a software development project.

The team agreement can be summarized as follows:

- **Communication**: The team will primarily communicate through WeChat. In case of emergencies, phone calls may be used. Regular meetings will be conducted through Tencent Meeting to ensure the smooth progress of the project.

- **Meetings**: The team will hold regular weekly meetings to report progress, estimate workloads, and assign tasks. For ad-hoc meetings, one day advance notice is required, along with a clear purpose for the meeting.

- **Group Progress**: The group will create a detailed project schedule and assign tasks based on member strengths. Progress will be tracked through weekly meetings. The timeline will be adjusted as needed and review points will ensure quality. Continuous monitoring will keep all members on track.

- **Conflicts**: Conflicts should be resolved through direct and respectful communication. If the issue cannot be resolved independently, the team leader will make the final decision.

- **Decision-making**: Decisions should be made after thorough discussion, considering alternatives and documenting the decision-making process. If consensus cannot be reached, the team may seek help from the instructor or adjust team roles.

- **Participation**: Team members are required to adhere to the meeting attendance, task deadlines, and response time regulations. Violations will result in point deductions and may be penalized through team activities or redistribution of points. There will also be an appeal mechanism and a transparent supervision process in place.

This agreement also aligns with the concept of Problem-Based Learning (PBL), where the team collaborates to solve real-world problems, learn, and grow together. It helps to enhance the practical abilities and overall competence of team members.

The team must strictly adhere to this team agreement to ensure the smooth progression of the project and achieve the expected results.