

# Redefining the Use of Augmented Reality

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Team Compact

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Version 2.0  
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Jason Gerbes  
1274664

Joshua Son  
1388288

Paul Lee  
1264218

Sean Young  
1302108

# Contents

0.0 Version History .....	3
Version 1.0 .....	3
Version 2.0 .....	3
1.0 Mission/Objectives.....	4
2.0 Team Values .....	4
2.1 Professionalism.....	4
2.2 Determination .....	4
2.3 Integrity.....	4
2.4 Respect .....	4
2.5 Recognition & Empowerment.....	4
3.0 Expectation of Motivation .....	5
4.0 Roles of Members .....	5
Group Member's Roles .....	5
Project Team Member Roles, Responsibilities & Expectations .....	5
5.0 Quality Assurance.....	6
6.0 Secrecy Agreement .....	6
7.0 Meeting & Communication Protocols.....	6
8.0 Disciplinary Protocol .....	6
9.0 Conflict Resolution Protocols .....	7
10.0 Decision Making Protocols .....	7

## 0.0 Version History

### VERSION 1.0

Version 1.0 is the original version of the Team Compact Document. This version of the document was created as part of the Project Proposal Version 1.0.

### VERSION 2.0

Version 2.0 has been changed to include section 8 (Disciplinary Protocol), section 9 (Conflict Resolution Protocols) and section 10 (Decision Making Protocols). These sections were added to address any misunderstanding had within the team.

Section	Overview of Changes	Date
Title Page	Version number added, design changes made.	06/08/15
0.0	Version History section added.	06/08/15
8.0	Section 8.0 — Disciplinary Protocol added.	06/08/15
9.0	Section 9.0 — Conflict Resolution Protocols added.	06/08/15
10.0	Section 10.0 — Decision Making Protocols added.	06/08/15

## 1.0 Mission/Objectives

Our mission is to work collaboratively as a group to redefine the use of Augmented Reality. We will work in unison with our client and supervisor to provide the best possible results with the time and resources we have available.

We believe that current uses of AR are limited in utility functionality, and that this limitation is the root cause of the lacking user engagement. Our extensive research will ensure that our implementation of the technology will not suffer from the issues of lesser platforms.

We will maintain close communication with our stakeholders throughout the project process. We will have regular meetings, agreed standards and a high level of dedication by all team members.

It is our primary goal to deliver the best possible outcome for our client, whilst working within the guidelines of AUT's standards. In doing so, we plan to be known as a collaborative group of students that consistently produces high quality results.

## 2.0 Team Values

In participating in this project, our team have agreed to share common values. These values will ensure that we are always performing at our best, whilst representing AUT with a manner of pride and respect. Any failure to uphold our team values will be addressed in accordance to our disciplinary protocol.

### 2.1 Professionalism

As representatives of AUT, it is essential that we act professional in all of our practises. Our professionalism must extend throughout our communication, documentation and all other aspects of the project. It is our responsibility to ensure that we are always acting in a professional manner.

### 2.2 Determination

We all share a common goal: to redefine the use of Augmented Reality. This ambitious aim requires a high level of determination and dedication by all members of the group. We must apply ourselves to the best of our abilities, and ensure that we are doing our part to meet our goal.

### 2.3 Integrity

Honesty is a strong value we share. We will always be open and honest with our other group members, client and teaching team. Our moral principles will be upheld by all group members, at all times.

### 2.4 Respect

Each member of the group, our client and our teaching team will be treated with the utmost respect. We will always be accommodating of people's differences and we will ensure that everyone feels comfortable at all times.

### 2.5 Recognition & Empowerment

The success of each group member will be recognised. We will not use a 'level' system to ensure that all group members have the same authority. We are a small group of like-minded students, and each one of our opinions is equally valued.

### 3.0 Expectation of Motivation

It is expected that all group members will share a high level of motivation. We have shared goals and values which require dedication to uphold. All group members are expected to attend every workshop and meeting. All deadlines must be met, and arrangements must be made and agreed upon in exceptional circumstances.

It is unacceptable for any of our group members to fail to meet their expectations without reason. Any issues will be addressed in accordance to our disciplinary protocol.

### 4.0 Roles of Members

Below is an outline of our group member's roles. All members of the group are considered 'Project Team Member's.' Some specific roles, such as project leader and quality control, have been assigned to specific members.

#### Group Member's Roles

Name	Roles	Responsibilities
Jason Gerbes	Project Leader, Project Team Member	Head of communications, organisation of meetings, document creation & general project team member.
Joshua Son	Risk Manager, Project Team Member	Head of risk management & general project team member.
Paul Lee	Project Task Coordinator, Quality Control, Project Team Member	Task delegation, quality assurance/control & general project team member.
Sean Young	Researcher, Analyst, Project Team Member,	Head of research and analysis & general project team member.

#### Project Team Member Roles, Responsibilities & Expectations

- Research
- Development (implementation / coding)
- Group communication
- Attendance of meetings
- Attendance of project workshops
- Meeting minutes recording (rotational task)
- Maintaining a log book record of all meetings, workshops and tasks
- Peer review
- Meet given deadlines

## 5.0 Quality Assurance

The quality of our communication, documentation and development will be governed by our quality assurance protocols. We will follow the agreed standards, templates and practices throughout the project to ensure the consistency and quality of our work.

Please refer to our quality assurance standards for specific details.

## 6.0 Secrecy Agreement

We have all agreed to uphold a level of secrecy regarding our project. We will not disclose any information about the project or group to other students without the express permission of the group.

Maintaining secrecy is essential to ensuring that our original ideas are not replicated by others. We must ensure that we are vigilant at all times as to not breach our secrecy agreement.

## 7.0 Meeting & Communication Protocols

Our communication, both within the group and with external stakeholders is governed by our communication plan. We must follow our communication plan whenever possible to ensure consistency and reliability of our communication.

Some additional protocols apply to meetings:

- All group members are expected to attend every group meeting unless they have given notice of their non-attendance at least 24 hours before the meeting with an appropriate reason.
- All members are expected to remain present for the entire duration of the meetings unless previously arranged otherwise.
- The meeting minutes are to be recorded by an allocated member of the group during the meeting.
- All group members must be punctual.
- All group members must be appropriately dressed for client meetings.
- Any questions for the client must be prepared.

Please refer to our communication plan for other specific details.

## 8.0 Disciplinary Protocol

In order to create fairness, disciplinary actions shall be taken depending on the seriousness of the event. For instance: not completing set work by a specified time, not following instructions, not following standards and guidelines, breaking the secrecy agreement, etc. The member may receive verbal and/or written warnings depending on the gravity of the situation. These may be recorded in logs to dissuade repeat actions.

In severe circumstances, the supervisor will be notified and he may suggest an appropriate course of action.

## 9.0 Conflict Resolution Protocols

In any team-based project, conflict is likely to arise and thus to maintain an equilibrium within the team we must ensure that we have an effective conflict resolution process. This will allow us to move beyond the conflict and allow for greater productivity within the group.

Steps to resolve conflict:

1. Prepare for Resolution
  - 1.1. Acknowledgement of conflict – Conflict must be acknowledge before it can be managed and resolved. Once addressed, the process can start.
  - 1.2. Discuss impact – How does this conflict impact team performance and dynamics?
  - 1.3. Agree to cooperate – Everyone must cooperate to resolve the conflict.
  - 1.4. Agree to communicate – Everyone must be willing to communicate to resolve conflict.
2. Understand the Situation
  - 2.1. Clarify positions – Which members support one option, approach or idea, and which members hold opposite ideas or approaches?
  - 2.2. List facts, assumptions and beliefs – For each position, determine each person's beliefs, values, their decision-making criteria etc.
  - 2.3. Analyse in smaller groups – In small groups, analyse the facts, assumptions and beliefs of each position.
  - 2.4. Discuss as a team – After uncovering facts and assumptions, people are more likely to see the issue more objectively and thus be much closer to resolving the conflict.
3. Reach Agreement – Now that every member understands the others' positions, they collectively must decide what decision or course of action to take. ([mindtools.com](http://mindtools.com))
4. If, however, we cannot collectively come to agreement we may seek assistance from our supervisor, Roopak Sinha, or BCIS project leader, Anne Philpott.

## 10.0 Decision Making Protocols

Simple decisions may be made by the leader. Others require the input from other people to provide a broad sense of perspective. Where this is the case, a meeting will be held to reach a consensus and produce a better solution.

Depending on the significance of the decision, it may require more time and resources to come to a conclusion. A meeting will be established where necessary to discuss important matters and come to a decision. An example of this would be if our scope changes. We would need to decide what's feasible and what is not. Professional opinions may be required to realise unresolved decisions.

We may use pros and cons list, SWOT model, general brainstorm and other models to aid us to converge towards an agreeable solution.