ISE102 Introduction to Software Engineering

Assessments 2 and 3 Group Contract

Introduction

In industry, you will find yourself working in groups to achieve goals and objectives. This relies on groups being clear on what is expected of participants as well as when and how it will be delivered. The purpose of this group contract is to ensure that all group members are clear on what is expected of them for Assessments 2 and 3 and to support the effective and successful working of the group to produce the tasks required for both assessments. Assessments 2 and 3 cannot be completed without all the students in the group collaborating and working as a team.

1. It is expected that all students share ideas, points of view and do a fair and equitable allocation of the work required to complete the group project.
2. For the assessments to have a consistent strategy and have coherent continuity, the group will need to work together over the large majority of the subject to ensure that they complete the tasks required in Assessments 2 and 3. Working independently and in silos and 'stitching' badly connected ideas together at the end does not achieve the same quality outcome.
3. The group contract must be completed, signed and dated and the group must submit the completed group contract at the end of Module 5 at the start of the group project.
4. The group contract must also be attached to the Word document on the software development life cycle (Assessment 2) as an appendix with any updates you may have made to the contract.

Group member's contact details

The group will need to be able to contact each other throughout the duration of the project. For this, you may wish to set up a WhatsApp chat group, a WeChat group or any other channel. This section needs to be completed immediately, in class, so that you have the means to contact each other.

Name	Phone contact	Email/WeChat/Facebook/WhatsApp
Daniel Potter		daniel.potter@student.torrens.edu.au
Rainier Enriquez		rainier.enriquez@student.torrens.edu.au
Michael Rourke		michael.rourke@student.torrens.edu.au

Ground rules for meetings and communication

The group will need to agree to appropriate ways of contacting each other, turnaround times on communications and the times when they may not be available will need to be advised to the group members. Mutual respect is key to building a good team spirit and this may influence your ground rules (e.g., No calls after 10 pm).

Ground rules:

1. Everyone try their best.
2. Discord messaging throughout the day.
3. Calls possible on weekends.

Group goals

It is also vital for the group to know what each group member wants to achieve for the assessments.

One of the most common causes of conflict is when everybody assumes that they all want the same outcome. Understandably, no one would ever say that they do not want a High Distinction; however, not everybody has the same access to resources such as time and transport, and not everybody can make the same commitment to a project owing to different pressures in their schedule, so there may be a need to set realistically achievable goals. It is good to understand each group member's different expectations before drafting the group goals through a consensus.

What does your group want to achieve, in order of priority?

1 Submit the assignment on time and finished.
2 Communicate well.
3 Help each other pass the class with the best marks possible.

Agreed time commitment per group member to project (hours per week): 5-10

Roles and Responsibilities

What will your role be? What will be your responsibilities? Include as much detail as possible to clearly define the tasks for each group member.

Suggested roles include: Project Master, Document Owner, Research Analyst and so on.

Name	Role	Responsibilities of the Role
Daniel	Group member	Follow group goals and rules.
Rainier	Group member	Follow group goals and rules.
Michael	Group member	Follow group goals and rules.

Meeting Schedule

It is recommended that the group has a weekly meeting (as a minimum) to remain on track with the project. These may be in the same physical location or using group call or shared platforms.

Expectations:
    a. Attendance is expected at every meeting by every group member.
    b. It is strongly advised that a standing time and venue be selected on completing this contract.
    c. If any group member is unable to attend, they must advise the group as soon as possible to try and enable a reschedule, where possible for the other group members.
    d. If a group member is absent, it is their responsibility to negotiate what work they need to do to contribute to the group's weekly goals.
    e. Each group member must be prepared for the meeting.
    f. Respect must be shown for different cultures, languages and proficiencies and learning styles.

Meeting Schedule (in addition to meetings in class) (To be completed by the group)

Weeks	When (date/time)	Where	Preparation required
6-12	Saturday/Sunday	Discord	Progress on assignments

Decision-making process

How will decisions be made? By consensus, majority vote, leader has final say, etc?

1. Group vote.

How will you ensure that decisions are made in a timely way?

1. Group voting during meetings through discord.

Group expectations
It is good to clarify what is and is not acceptable to the group.
Examples (you must document your own for your group):
    1. No group member will be excluded from group activities.
    2. Late delivery and broken promises of delivery are not acceptable.
    3. All group members will contribute to discussions.
    4. Speak kindly, but honestly.
    5. Offer solutions.

Action to be taken by the group to address the issues listed above:
1. Vote during meetings.

2. Let the teacher know.

Other Conditions and Comments
It is very important that every member of your group understands the details of the group contract and agrees to the specified rules and conditions.

Declarations and Signatures of Group Members

I, Daniel Potter, agree with the aforementioned rules and conditions of this group contract for *ITP122* Assessments 2 and 3. If I do not adhere to the aforementioned rules and conditions of this contract or do not contribute equitably as a group member to the given assessment tasks, I acknowledge that this may result in a final lower assessment mark for the work I have completed.

Name: Daniel Potter Student ID: A00124220

Signature: Daniel Potter Date: 29/10/23

I, Michael Rourke, agree with the aforementioned rules and conditions of this group contract for *ITP122* Assessments 2 and 3. If I do not adhere to the aforementioned rules and conditions of this contract or do not contribute equitably as a group member to the given assessment tasks, I acknowledge that this may result in a final lower assessment mark for the work I have completed.

Name: Michael Rourke Student ID: A00127958

Signature: Michael Rourke Date: 29/10/23

I, Rainier Martin Enriquez, agree with the aforementioned rules and conditions of this group contract for *ITP122* Assessments 2 and 3. If I do not adhere to the aforementioned rules and conditions of this contract or do not contribute equitably as a group member to the given assessment tasks, I acknowledge that this may result in a final lower assessment mark for the work I have completed.

Name: Rainier Martin Enriquez Student ID: A00122886

Signature: Rainier Martin Enriquez Date: 29/10/23

Learning Facilitator Intervention
These are times when the group may need to reach out to the Learning Facilitator for conciliation or mediation if the group cannot resolve the challenges on their own. It is worth mentioning that earlier intervention achieves better outcomes if there are challenges. In these instances, it is important to consider the following:

1. If work is not completed by a student, it may be classified as not contributing equally to the assignment.
2. The group may reach the conclusion that one or another student may have made an unequal contribution (done more or less work than the others). In this instance, all students in the group will discuss the issue with the Learning Facilitator and it will be agreed that the student will receive a higher or lower mark than the other students in the group.