# FIT5136 Social Contract

Team No:
Last Update: 5<sup>th</sup> March 2022

## Concept of Social Contract

The basic idea of social contract is:
It is an implicit agreement among the members of a society to cooperate for social benefits

In terms of FIT5136 Software Engineering:
It is a written contract that is established between the teammates so that appropriate communication and behavior could be established throughout the life of the project.

Members in the team should refer to their social contract when conflicts happen before approaching their tutorial mentor.

You and your team need to answer the questions in the following document to come out the best strategy for team issues.

Please remember:
You should always try to resolve the conflict at your level before escalation. If you do not know how to proceed in resolving a conflict, always reach out to your mentor to get some advice.

# Social Contract

## Communication

- How shall we meet when we are outside the class? Using Zoom or Meet on campus?

  Zoom & offline meeting

- Shall we turn on the camera if we meet on Zoom?
  Yes

- What do we do if one of our teammates speaks a language that is not English?

  We will try to use the same language

- If I am shy or introvert and I do want to contribute, how shall I participate in the discussion? What is the best way to let my teammate know I want to speak?

  We will divide the task evenly to each team member to ensure that each team member can contribute

- What shall we do if some member in the team is quiet?

  We will keep communicating with each member and asking for advice

- How should we pass the feedback to the teammates if we notice our teammate needs to improve?

  We will raise the problem and the points during the meeting

- If one of my teammates was speaking, and I have something contradicting or conflicting that I want to say, what shall I do?

  Will discuss more with him/her after the speaking

- How should we communicate with each other? What software do we use for communication?
  We are using Teams to chat and have the meeting

## Meetings

- What is the frequency we meet each other?

  Twice a week

- How long should each meeting be?

  The discussion is usually one hour depending on what needs to be discussed

- When do we double confirm about the meeting time? The night before or ….?

  The day before holding the meeting

- If I am not able to come to the meeting, how soon shall I inform my teammates?

  Will leave a message in the meeting ASAP

- What should we do if one member did not come to the meeting?

  Will ask him or her if we don't receive any message form that member

- What do we do if some of us think the excuse for not coming to a meeting is suspicious or unacceptable?

  We will discuss until we reach a agreement

- Shall we record the meeting discussion? If we do, then where should we put the notes/discussion?

- What do we do before meeting? Do we prepare anything?

  We will prepare the works we have done and the points we need to discuss

- How many minutes do we wait if one teammate is not turning up during the meeting?

  10 min

## Work Ethic

- If I decide to take a task, am I fully-responsible for it? Shall I rely on my teammates to help me finish the task?

  I will be mainly responsible for this part, but it is OK to seek the help from team members

- How frequently shall I update the progress on my task to my teammates?

  Every time when I stop working

- What is the level of quality that I should complete the task?

  At least D

- How should we split the work? Shall we participate in every task of every assignment or split the Assignments (Having two members do A1, A3 and other two do A2, A4) or split tasks needed to do every assignment among team members?

  We participate in every task of every assignment

- If I already take the task, and I find the task is way too difficult to finish by the due date, what should I do?

  We should talk and discuss with the problem APAP.

- How do we define the task is way too difficult to finish? How long I should be working on this task before I came to this conclusion?

  We set an estimated time for each task, and if the actual time to complete the task is much longer than the estimated time, then the task is too difficult

- Shall I inform teammates when I decide to take a task from the "To do" list that is marked as "Important" or otherwise?

  Yes

- Shall I talk bad about my teammates behind them? What should I do if I do not like the way my teammates are collaborating?

  We should talk all the problems face to face but talk bad about my teammates behind them

- If I like to work during the night while my teammates like to work in the morning, what shall I do? Vice versa

  If we have works that we need to work together, we shall doing them on 10AP-6PM on working days.

- How frequently should we read messages on our messaging app?

  Every two hours in the morning

- Shall we distribute the workload equally?

  Yes

- When is the best time to finish the assignment? How many days should we reserve ahead of the assignment due date for review among other things?

  We shall finish it before 20/3/2024 and have 2 days for reviewing

- Shall we go to consultation as a team? If we cannot have everyone, at least how many of us need to go together?

We should go together

- What to do if none of the teammates can attend any of the provided consultation sessions of our mentor? We should discuss the problem with our tutor on apply class.

# Sign

## Member 1:

Jiabao li

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## Member 2:

Ziqi Pei

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## Member 3:

Zhenbang zhao

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## Member 4:

Shaohong Pan

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