

GROUP PROJECT

[INTRODUCTION TO SOFTWARE ENGINEERING]

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TEAM ESTABLISHMENT CONTRACT

Updated:

Added rule for editing/updating submitted content in the Team Work Principles section.

1. Main Contents.

This document is the result of the group's discussion and consensus during the first meeting, outlining the group's core values:

- Team work principles.
- Team communication plan.
- Group's reward and penalty rules.
- Criteria for evaluating members at the end of the course.

2. Team Information.

(Convention: arranged in ascending order by student ID, group leader's row in bold)

Group ID: 2 Group Name: 404 Not Found.

STT	ID	Full Name	Email	Signature
1	23127203	Trần Hữu Khang	thkhang23@clc.fitus.edu.vn	
2	23127361	Thạch Ngọc Hân	tnhan23@clc.fitus.edu.vn	
3	23127406	Nguyễn Tấn Lộc	ntloc23@clc.fitus.edu.vn	
4	23127460	Lê Đình Minh Quân	ldmquan23@clc.fitus.edu.vn	
5	23127488	Lê Thị Minh Thư	ltmthu23@clc.fitus.edu.vn	

3. Team Work Principle.

Things a team member must follow:

- **Rule 1:** Members must respect each other and demonstrate a high sense of responsibility.
- **Rule 2:** Seek help when facing difficulties; avoid staying silent.
- **Rule 3:** Regularly update themselves with team information.
- **Rule 4:** Proactively complete assigned tasks without reminders and submit them on time as agreed by the team.

Things a team member must not do:

- **Rule 1:** Personal attacks or irrelevant comments unrelated to the team's work are strictly prohibited.
- **Rule 2:** Disclosing team-related information is forbidden.
- **Rule 3:** Unauthorized editing of team information or documents is not allowed.

Things a team member is encouraged to do (optional):

- **Rule 1:** Support and assist other members.
- **Rule 2:** Try to complete tasks ahead of deadlines.

Rules for editing/updating submitted files:

- **Step 1:** Any modification must be agreed upon by the team. Once consensus is reached, proceed to the following steps.
- **Step 2:** Create a new folder named as the original folder + “#number” (e.g., for revision number...).
- **Step 3:** Clearly state the content of the changes at the beginning of the file.
- **Step 4:** Submit the revised version into the newly created folder.

4. Team Communication Plan.

- **Weekly meeting frequency:** 1–2 times per week.
- **Time and location:** Decided during the previous meeting.
- **Notification method:** Via messaging apps.
- **Minimum notice time:** At least 24 hours in advance.

When a member receives an email notification, they must reply to confirm that they have received and read it.

If a member does not respond to a meeting notice or any other announcement from the team leader or other members within 24 hours, they will either:

- Receive a follow-up email notification **or**.
- Be contacted directly via phone call.

(You must choose one of the two or propose your own method)

5. Rewards and Penalties rules.

Reward Rules:

- If a member completes all assigned tasks well, they will be evaluated with a score of **10**.
- If a member completes all tasks fairly well, they will be evaluated with a score of **9/9.5**.
- If a member completes all tasks at an average level, they will be evaluated with a score of **8/8.5**.
- Assisting other members in completing their tasks or giving constructive feedback will result in **+1 point**.
- Proposing excellent ideas that contribute significantly to the team's success will result in **+1 point**.

Penalty Rules:

- Being more than 10 minutes late to a meeting will result in **-1 point**.
- Being late more than 3 times will result in **removal from the team**.
- Being absent without a valid reason will result in **-2 points**; more than 2 unexcused absences will result in **removal from the team**.
- Refusing to complete assigned tasks will result in a **score of 0**.
- Failing to cooperate and not completing tasks more than twice will result in **removal from the team**.
- Submitting work late or with a lack of seriousness will result in **-2 points**.

6. Criteria for Evaluating Team Members at the End of the Course.

Team members will evaluate each other using a provided template, answering the following two questions:

- **How many points do I give this person?**
- **Why do I give this score?**

The recommended scoring scale is as follows:

- **10 points:** Completed assigned tasks well, on time, with high quality. Helped other members. Active and proactive.
- **8–9 points:** Completed assigned tasks well, on time, with high quality.
- **6–7 points:** Completed assigned tasks with acceptable results. Committed some team violations.
- **1–5 points:** Did not complete assigned tasks, showed little cooperation.
- **0 points:** Was removed from the team or is not a member.