Group Contract – Software Project (COMP90082)

Group Name: IC-RedBack

This group contract serves as a tangible representation of the group's mutual commitments for the duration of the project. When any group issues arise, you can refer to this document to reaffirm your commitments.

Please fill it out collaboratively as a group to ensure that everyone's voices are heard and addressed. This means that all members should help prepare the contract and sign it.

Include a copy of the completed and signed document in GitHub Projects.

1. The Project Journey

Destination (Goals)

Write down 1–3 main goal(s) for the project as a group. These are the main outcomes that you want to achieve – your ultimate destination. For instance, you might want to obtain a particular grade or gain particular experience or skills.

1. Hands-on experience in enhancing technical skills to meet career requirements.
2. Developing collaboration and communication skills with teammates and our client.
3. Achieving high WAM on the subject.

Route (Values)

Write down 1–3 shared group value(s) – what approaches or ethical principles do you care about as a group? These values will help you navigate your journey and achieve your goals. For instance, you might value communication, efficiency, or honesty.

1. Effective communication
2. Efficient team work
3. Integrity

Obstacles (Concerns)

Write down any 1–3 main concerns you have as a group or any potential issues in group work that might arise. These are the obstacles to completing your journey.

1. Being unable to contribute to the team due to overwhelming assignments or a lack of coding knowledge.
2. Team members can't find a mutually convenient time to have the stand-up meetings.
3. The workload allocation among team members varies significantly, which creates an imbalance and may feel unfair to some individuals.

2. Group Commitments

In this section, your aim is to come up with shared responses and solutions for managing different obstacles that might arise. This is your main set of contract commitments.

Under key headings, we have provided some examples of potential issues that might arise. Feel free to adjust them and create your own in the spaces provided to suit your group and project. You should make sure to include the obstacles you identified in Part 1.

Write out your approach to addressing each potential issue in the second column.

> When coming up with responses, think about how your values will help you to address these obstacles and reach your destination. For instance, if your group values fairness, then your responses/solutions may involve issuing a vote to the group on how to resolve an issue.

Communication

Potential Issue	Response
Group members disagree about a course of action	We will discuss in the stand-up meeting and understand the disapproved reason to reach a consensus that everyone is comfortable with.
Group member(s) are being rude or dismissive to other members	The first step is to stop the rude behaviors and keep each other calm. Then, find out the reason to resolve the problem.
Group members have difficulties completing their parts of work	We will ask the member about the situation and see if others can help proceed.
Group members don't participate proactively in the meeting	The Scrum master tries to ask the member questions or has the member to think of suggestions during the meeting.
Group members don't inform others early enough about the problems they have, and lead to a delay of work	The Scrum master should point out the issue in the stand-up meeting and remind the members to utilize Slack to communicate it as soon as possible.

We will use **GitHub Projects and Slack as tools to share our work and communicate.**

We expect all group members to **show respect to others, listen to others' opinions, and feel free to make suggestions to improve our work.**

If there are repeated issues among group members, our course of action will be to **understand the member's condition first, then speak to our mentor or contact lecturers.**

Responsibilities and Workload | Potential Issue | Response | -- | -- | Group member(s) cannot meet a deadline | Ask how much more time the member needs, and assess if he/she requires additional help. | | Group member(s) are overburdened by workload | The Scrum Master will reallocate the workload to each member and ensure the members are fine with the allocation. | | Group member(s) has faced difficulties during the development | Every member will discuss and solve the problem in the stand-up meeting. | | Group members were assigned to the tasks that didn't meet their expectations | Members should raise the issue as soon as possible during the meeting and the Scrum Master can rearrange the task allocation. |

Our team roles include

Role	Name	Responsibilities
Product Owner	Po-Yun Hsiao	Leading meetings, communicating with clients, proofreading, code review, coding assistance
Scrum Master	Sangmoon Han	Organising sprints, facilitating communication in the project team, monitoring progress, allocating tasks
Depolyment Lead	Soyeon Park	Planning and leading the execution of the deployment plan, conducting mock tests, collaborating with all project teams
Quality Assurance Lead	Man-Hua Chu	Assessing product quality, developing product test plans, providing constructive feedback on the product
Architecture Lead	Yu-Tse Ling	Developing product concept, designing product structure, managing project schedule, communicating between the client and developers

Our overall % contribution is expected to be:

 20/20/20/20/20

Attendance and Participation

Potential Issue	Response
Group member(s) do not show up to meetings	It is acceptable if the member is late within 10 minutes, but we will remind the member to be on time next time. However, if the member is absent during the entire meeting, we might need him to contribute more to the workload.
Group member(s) are not participating in Slack	Tag the member in Slack to prompt him/her to report the progress of the work.
Group member(s) do not speak in meetings	The Scrum Master tries to make sure the member's understanding of the discussion and ask about the member's opinions.
Group member(s) gets sick before the meeting and is unable to attend at the last minute	As every meeting's notes are recorded on Wiki, the member can check on the meeting later and ask questions in Slack if he/she has questions. Other members will try to complete the sick member's workload before he/she recovers.

We will meet at **school library every Wednesday for stand-up meetings and every Saturday to work on the project if required.**

If a group member is unable to attend, **we will rearrange the meeting time because we believe that in-person meetings are more effective than online meetings.**

The consequences of repeated absences will be **reported to our mentor or lecturers.**

Signatures

Name	Signed	Date
Yu-Tse Ling	Yu-Tse Ling	1/4/2025
Man-Hua Chu	Man-Hua Chu	2/4/2025
Sangmoon Han	Sangmoon Han	2/4/2025
Soyeon Park	Soyeon Park	2/4/2025
Po-Yun Hsiao	Po-Yun Hsiao	4/4/2025