

# SIT725 Software Engineering

## Tutorial 1: Get Ready for the Project

### Objectives:

- To form project groups for this unit
  - To prepare group work policies
  - To get familiar with assignment requirements
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### 1. To form project groups for this unit

All two assignments are designed as group work for all SIT725 students.

For *off-campus students*, Please try to form groups for the assignments (project) as soon as possible. You can use student discussion board to find a group member.

For *on-campus students*, this tutorial/workshop session is for you to talk freely with others and form or join a group for the assignments (project).

Select your group members from same practical classes.

#### Things to know:

- Working with colleagues is a very important ability to develop through doing assignment work.
- Each group consists of maximum **3 members** (suggested).
- The formed groups will stay the same through the whole trimester.
- Each group must have a Group Leader.
- The Group Leader is responsible for organizing all activities within the group to do the project, as well as for submitting assignments.
- Group members must cooperate with and support each other.

#### Things to do:

- 1) For students who have found group partners or formed groups, elect your Group Leader and the Group Leader reports the members to the tutor, then go to task 3);
- 2) For students who have not found group partners or have not been allocated to a group, please feel free to talk with others to join or form a group, elect a Group Leader, and then the Group Leader reports the members to the tutor;
- 3) For each group, the members exchange their contact details with each other;
- 4) Group Leaders, please discuss with your members to set up group meeting time for the whole trimester. The group meetings (at least once a week) will be discussing issues about the project and assignments. Group members, please write down and stick to the agreed group meeting time.

- 5) Using an on-line discussion forum for the project/assignments is highly recommended as it increases communication and cooperation efficiency. A group will be setup on the discussion boards for each of the students, so once you have organised your groups, you will be added to the private discussion group.

If your group has done the above things, go to the next task: to prepare group work policies.

## 2. To prepare group work policies

All students of this unit will be working in groups. Previous experience showed that most groups worked out how to work harmoniously. However, occasionally complaints are received from students that a certain group member was not contributing effectively to the group's work. If any lack of co-ordination within the group members happen, group members need to sit together to resolve. If it still exists, you need to inform your lecturer.

To respond early to problems arising in group management, it is necessary for each group to prepare a document of group work policies that all its members must obey. It is up to each group to prepare its own policy document. However, the following basic facts should be taken into consideration:

- Each group member must make contributions to each assignment.
- The assessment results of each member are based on his/her contribution percentages to the **allocated** work.

### Things to do:

- 1) Organized by the group leader, all members in a group must participate in preparing a document of group work policies. The document should include more than the above facts. The following questions might give you some clues:
  - What are the roles/duties of the group leader?
  - What are the roles/duties of each group member?
  - What shall you do if a member did not turn up at group meetings?
  - What shall you do if a member could not be contacted?
  - What are the policies of allocating work to members?
  - What shall you do if a member did not submit his/her allocated work on time?
  - What shall you do if a member submitted the work that did not meet the required standards?
  - What shall you do if a member took over a job without discussing with the person who was doing it?
  - etc. (you can identify more questions from your group discussions)
- 2) Group Leaders, please

- a. Record the main points of discussion on the above questions;
- b. Finalize them as the group work policies and document them (maybe after the class);
- c. Circulate the document among all members in your group.

Once every one in the group agrees with it, the policies in the document must obeyed by all the members in the group.

- 3) Report your draft/finalized document to the tutor, getting feedbacks, comments and suggestions from the tutor.

### **3. To get familiar with assignment requirements**

#### **Things to do:**

- 1) Go to the assignments folder of this unit on CloudDeakin, browse the files within it. Should you have any questions about these materials, ask your tutor.
- 2) Download and/or print the assignment specification documents, marking criteria, and read them carefully after class:

If possible, your group or you can begin to plan your activities and work on assignment 1 according to the requirements in the assignment 1 specification document.

During our teaching and tutorials/workshops, we might indicate the relationship between the teaching content and the assignment work to help you do the project. So please read and understand the assignment requirements to get ready for the project.

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