SOFT3413/INFO3600/COMP5615 Group Contract Weeks 2 – 4, due Week 2

GROUP NAME: …………………………….

The original copy of this signed contract must go to your tutor and a copy must be provided for each group member.

1. Contact information

Name	SID	Email	Phone
A			
B			
C			
D			
E			
F			
G			

2. Role Rotation

Week	Tracker	Manager	Customer*	Programmer	Tester	Doomsayer
2	A	B	C, G	D	E	F
3	E	F	D, G	A	B	C
4	C	D	B, E	F	G	A

* responsible for liaising with customer, keeping minutes and summarising meetings with customer and circulating information

3. Group Objective & Group Demo (1) Week 5

i) Topic	
ii) Targeted grade for Group Demo (1)	

In the following sections, all group members should agree on the undertakings and how exactly they are to be achieved, before the item is ticked. Undertakings can be reworded if desired.

Agreed? Please ✓

4. Role handovers: *We agree to take adequate time to hand over our roles at the end of each week.*   [   ]

How exactly will this be done?

5. Attendance: *We agree to attend all group meetings punctually and any extra scheduled meetings as necessary.*   [   ]

Please enter meeting times (2 per week, 1 in lab and 1 other).
1. ………………………………….. 2. …………………………………
Unavoidable absences are recorded below:

Please turn over

6. **Record keeping**: *The acting Manager will post & maintain all information promptly on Wiki*   [   ]

What sort of information exactly?

7. **Participation & commitment**:

   We undertake to participate fully and work as a team   [   ]

What exactly does this mean?

How will you demonstrate that this is taking place?

8. **Group conflict** *We will discuss any problems, listen carefully to all points of view and negotiate a solution*   [   ]

Where will such discussions be recorded?

How will you demonstrate agreement?

9. **Task rehearsal**: *We will ensure that each group member is ready for the Group Demo rehearsal*   [   ]

How?

Provide details of when and where this rehearsal might take place.

When   …………………   Where   ………………….

10. **Task allocation** *We will distribute the work fairly and equitably*

                                                                                [   ]

Specifically, who will do what aspects of the task?

**Complete the following procedure for the next section (11):**

- **Reach agreement with other group members about the usefulness of rules iii) – vi).**
- **Rules i) & ii) are compulsory. Choose 2 others which your group consider to be the most useful and agree to follow. You can include your own rule (vii) if you want to.**
- **Tick the relevant boxes to show which rules you have agreed to follow.**

**11.** **Specific team rules**

i)   **Each team member must enter   ….. tickets per week from week 2**   **(compulsory)**

ii) **Each team member must inform other members immediately if s/he has
   to withdraw from the group**   **(compulsory)**

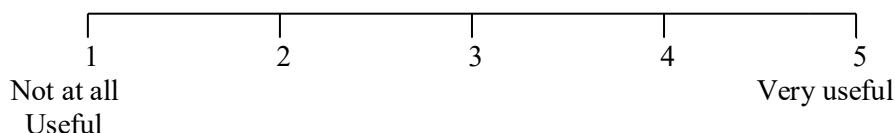iii) **Each team member must read the wiki daily and post a response**   **Agreed [ ]**

1   2   3   4   5
Not at all   Very useful
  useful
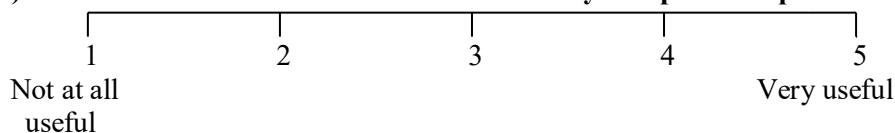
iv) **A team member must notify the rest of the team if dissatisfied with progress**   **Agreed [ ]**

1   2   3   4   5
Not at all   Very useful
  useful
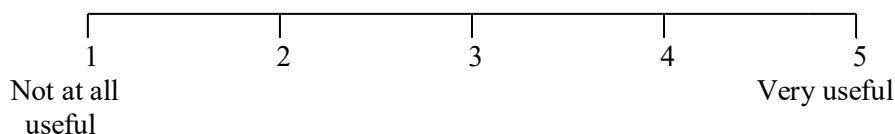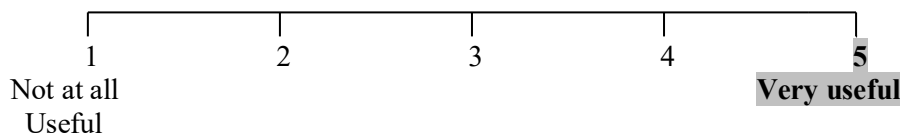
v) **A team member must notify the rest of the team if a task they are
      working on will be late**   **Agreed [ ]**

1   2   3   4   5
Not at all   Very useful
  useful
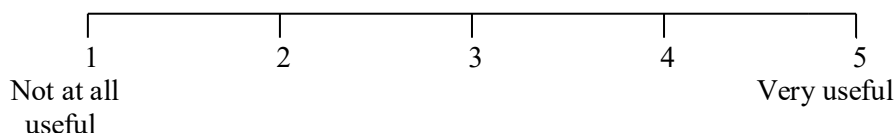
vi) **Each team member must contribute to the resolution of issues affecting
       the team when raised on the wiki**   **Agreed [ ]**

1   2   3   4   5
Not at all   Very useful
  Useful

vii) **Add your own rule here if you want to**   **Agreed [ ]**

1   2   3   4   **5**
Not at all   **Very useful**
  Useful

(signed)   …………………………….   ………………………………

                …………………………….   ……………………………….

                …………………………….   ……………………………….

                ……………………………

Date: ………………………

Team member name	IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project	Roles and areas of activity in the project between weeks 2 and 13
	• • • • •	☐ Team leader (or ☐ stand-in) ☐ QA reviewer ☐ Document controller • •
	• • • • •	☐ Team leader (or ☐ stand-in) ☐ QA reviewer ☐ Document controller • •
	• • • • •	☐ Team leader (or ☐ stand-in) ☐ QA reviewer ☐ Document controller • •
	• • • • •	☐ Team leader (or ☐ stand-in) ☐ QA reviewer ☐ Document controller • •
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	• • • • •	☐ Team leader (or ☐ stand-in) ☐ QA reviewer ☐ Document controller • •