The students whose names and signatures appear below agree to participate in a project as part of the requirements of the unit ISYS3207. All team members have read and understand the Course Expectations, the obligations to be met in Satisfying this course and the Project Expectations as listed over page and set out in the course outline. The number of students per group is six, though in some cases a team of five will be allowed. In general each project team should have one or two students enrolled in the BAI.

In signing our names to this contract, we are agreeing to participate in the project specified and to carry out all allocated tasks that we agree to. We undertake to complete them on time and to a satisfactory standard. We understand that once having agreed to work with is this team it will not be possible to transfer to another team.

Providing that we undertake work as indicated above we understand that we will receive the same mark as other members of the team for group tasks. Where this is not the case, some alternative allocation of marks may be arrived at in consultation with the project supervisor.

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<th>Name</th>
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Office use only

Team Identifier: __________ Date: ________________ Assigned class time

Name of Project: Fri 10:00am
S2 Eastern Avenue 404

Fri 11:00am
S4 Eastern Avenue 404

Client details: Fri 12:00pm
S1 Eastern Avenue 404

Fri 1:00pm
S3 Eastern Avenue 404

Project Supervisor: 
1. **Project Expectations**

Project teams will be finalised during the first week of semester. All students should attend at 9:00 am Friday, 29 July to take part (check course web site for details). Students will be allocated to a class meeting slot, between 10:00 am to 1:00 pm Fridays, by the University Timetable system and are expected to attend at that time. Students are invited to propose their own teams from within these groups. A small amount of rearrangement may be possible. *All members of a team must attend the same class meeting slot.*

In order to form a team, all intending members of the team must sign a *Team Contract* (available from the course web site), agreeing to work with the team and to complete by the due dates prescribed all assignments agreed to by themselves and the team. Once a student has contracted to work with a particular team it will not be possible to switch to another team. Signed contracts to be handed to one of the course co-ordinators on or before Friday, 05 August unless advised otherwise. Students who have not already formed a team will be allocated to new or existing teams.

Teams may decide to assign specific roles to individual students, such as a project manager, design specialist, technical specialist or research coordinator. However, it should be borne in mind that the object of the course is for students to experience as many aspects of an information systems project as possible. In some cases it may be most beneficial for students to aspire to roles for which they are the least prepared.

Each week at the Class Meeting time one member from each team will deliver a verbal progress report to the class (see *Course Outline*). This is an individual assessed task. If the nominated member is ill, another member must deliver the report. Each member of the team must present at least once.

Each week teams will meet with their project supervisors at a time to be arranged, most likely on Thursday or Friday. *All members of the team must attend.* This meeting may occupy up to an hour.

In addition to scheduled meetings, teams will need to arrange times when they can meet each other or their clients. Some of these meetings will need to be in computer labs so that the team can evaluate progress and plan further activities. Meetings with the client are typically at the client’s premises.

2. **Course Expectations**

1. Attendance at scheduled class meetings and team meetings is a course requirement. A mark will be awarded for attendance and participation. A record of attendance will be kept and will be used in assessing satisfactory participation. Less that 85% attendance will be considered unsatisfactory and may lead to failure in the unit. Class meetings will occur on Friday mornings. Students with work commitments please take note.

2. Students are expected to participate fully in their information systems project. All members of the team are expected to be present at meetings and/or laboratory sessions arranged by the team and as well as any consultations as arranged by the project supervisor. Team members are expected to co-operate with the requests of the team and/or nominated team leader and complete satisfactorily and on time those tasks allocated and agreed to.

3. Project teams are expected to produce each of the outputs described in the *Course Outline*. Meeting deadlines set for project work is considered to be particularly important.

3. **Assessment**

3.1 *Satisfying this course*

In order to satisfy the requirements of this course each student must take part in a group project to the satisfaction of the team supervisor and meet his or her obligations to the team. These obligations entail:

- satisfactory attendance at class meetings, team meetings, and client visits (85% minimum),
- satisfactory completion of tasks allocated by the team and agreed to,
- participation in the class presentation at the appointed time,
- maintaining an individual logbook and updating effort details in the team project plan throughout the project.

The team together must meet their obligations to their client, by:

- satisfactorily completing a project proposal and presenting it to their client for confirmation,
- completing the team’s final project report and/or prototype development,
- supplying the client with a copy of the report as described in *Course Outline*. 

Team Contract