Team Contract

Team Name: _Group 1_____

GOALS: What are our team goals for this project?
What do we want to accomplish? What skills do we want to develop or refine?

- Collaborate and share knowledge from diverse backgrounds
- Successfully deliver risk assessments to professional standards
- Develop skills of understanding risks of cybersecurity in terms of business as opposed to just technology
- To develop a comprehensive cybersecurity project that addresses a real-world problem.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- Weekly meeting to discuss the works week and delegation of tasks
- Updates every other day at least on Whatsapp to inform team of progress of each team member
- All work should be peer reviewed by at least one other member of the team to ensure quality
- Submission of quality work by the agreed deadlines, demonstrating thorough research and application of cybersecurity principles.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- Generative AI can be used for ideas and inspiration but not for bulk writing of material
- Regular brainstorming sessions to generate solutions and approaches for the project.
- Weekly meetings to be made recurrent so that everyone is aware of time and date.
- Meeting notes to be issued within 24 hours and each group member to take turns to issue meeting notes.
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ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?
- No need for project lead as in an agile team everyone is self managing, we are all equal participants - Rotation of roles is good for verification of work and diversification of skills - Roles and deadlines to be agreed and assigned during each meeting based on individuals capability and strength.
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
- Non performance should be addressed honestly and offer support as opposed to confrontation - Clear work allocation will inspire performance as it will be clear who is not contributing and this will be reflected in peer review - Disagreements can be resolved with majority votes and any ties can be compromised to incorporate both ideas - Open discussion to be held to address delays and inability to meet deadlines. - The group to be immediately notified on the WhatsApp group in case any team member encounters challenges; not waiting too close to set a deadline. - Any unresolved issues will be escalated to the instructor

By signing this contract, we confirm that:
- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
- we agree to abide by the contents of this contract

Tom Smith 18/03/24
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Team member name and date

Stephen AGUPUSI 18/03/24
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Team member name and date

Tyrone Lim 18/03/24
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Team member name and date

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Team member name and date

Team member name and date