**Application Security and Server-side Dev**

**Course Code: IT6036**

**Project: Secure Web App**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | NZ At a Glance | |
|  | Student Name | Student ID |
| Student 1: | Damiane Albuquerque | 91031431 |
| Student 2: | Paula da Silva | 91031464 |
| Agreement Date: | 19/11/2019 |  |

Post your group contract to the group’s discussion board.

**Every group member needs to reply to the post to indicate acceptance.**

# Completing your Group Contract

Your team contract template is divided into the following major sections:

* Defining team goals
* Establishing team procedures
* Identifying expectations
* Deciding on how to deal with team issues
* Timelines and milestones

Make your contract as specific as possible.

Instructions on the group contract are (in brackets). Please delete them when filling in the form.

### Submission and Signing

Post your group contract to the group’s discussion board. Every group member needs to reply to the post, stating that

* You have participated in forming the procedures, expectations, and consequences stated in the contract.
* You understand the contract and will abide by what has been outlined by the group.
* You accept the consequences if you do not abide by something stated in the contract.

Once your group contract has been approved by each team member, your group is ready to begin working on the project.

You may find at some point that the group is not working as effectively as you had hoped. Do not delay in implementing the protocols established in the contract. Seek guidance from the instructor if necessary.

# Team Goals

The goals of the team are:

* Improve work performance every day
* Work as a team in a nice environment
* Finish project on time

# Team Procedures

### Communication

1. Outline how the group will communicate with each other.

|  |  |  |
| --- | --- | --- |
| Team Name: | NZ At a Glance | |
| Team Member Name | e-mail | Mobile phone |
| Demi Albuquerque | 91031431@mail.computerpower.ac.nz | 0212607121 |
| Paula da Silva | 91031464@mail.computerpower.ac.nz | 02102666276 |

1. Preferred methods of communication and how they will be used. How will you keep the team updated about your progress?

* Team chat: To be used for schedule meetings.
* Group discussion board: Office 365 Planner
* Mobile phone: 0212607121/ 02102666276

1. Face-to-face meetings / work sessions:

* Meeting minutes to inform when any sessions will be held and what tasks will be performed.

1. Asynchronous communication:

* We expect to have a nice communication as we are only 2 students doing this project and we seat beside each other at the course.
* We expect to check the Teams Chat and MSO Planner every day to keep up with project progress.

1. Unavailability:

* If any group members know they will be unavailable for a specific date, please list it in this section.

1. Failure to communicate with group:

* If a group member is not communicating within the time frame outlined above, we will seat and discuss why the time frame outlined was not accomplished and come with a plane to fix it and make sure it does not happen again.

### Roles of Group Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Role (examples)** | **Team Member Name** | | |
| First stage (specify dates) | Second stage (specify dates) | Third stage (specify dates) |
| Team Leader | Paula da Silva  Demi Albuquerque | Paula da Silva  Demi Albuquerque | Paula da Silva  Demi Albuquerque |
| Facilitator / Guardian of Contract | Demi Albuquerque | Demi Albuquerque | Demi Albuquerque |
| Spokesperson | Paula da Silva | Paula da Silva | Paula da Silva |
| Recorder | Paula da Silva | Paula da Silva | Paula da Silva |
| Time Keeper | Demi Albuquerque | Demi Albuquerque | Demi Albuquerque |
| Developer | Paula da Silva | Paula da Silva | Paula da Silva |
| Business Analyst | Demi Albuquerque | Demi Albuquerque | Demi Albuquerque |

## Decision Making

1. How will decisions be made?

* By consensus, majority vote, or by the team leader? The decision will be made by consensus as we are just two students in the project.

1. How will decisions be recorded?

* The decisions will be recorder in the Teams Chat

1. How will conflicts and disagreements be resolved?

* The conflicts and disagreements will be resolved with communication between the two members.

## Record Keeping

1. How will you save evidence of team discussions and team decisions?

* We created a Teams Chat group to discuss the Project decisions.

1. How will you save evidence of each member’s contributions to the project?

* Each member will have a task assignee in the daily meetings, and we will enter the data in the MSO Planner board.

# Team Expectations

## Behaviour Expectations

1. List the behaviour expectations (e.g. regarding punctuality, preparation for meeting, timeliness of contributions, input to discussions, etc.)

Team members will:

* Be punctual in the meetings
* Will be prepared to deliver the assigned task in the previous meetings.
* Help each other with tasks if required.
* Delivery the final project in time.

1. How will you handle disagreements about team member behaviour?

* We will handle the disagreements with good communication, each team member exposing their own point of view and respecting each other.

## Team Participation

1. Preference for leadership:

* Informal and shared.

1. Strategies to ensure cooperation and equal distribution of tasks:

* Good communication

1. Strategies for encouraging/ including ideas from all team members:

* Daily meetings

1. Strategies for keeping on task:

* MSO Planner board to keep up with project schedule.

# Dealing with Issues

## Non-Cooperative Team Members

1. How will you deal with non-cooperative team members?

* We will seat and discuss why it is happening and find the best way to fix it.

1. What are the consequences for failing to follow procedures and fulfil expectations?

* The final Peer evaluation will reflect how the team member collaborate and worked as a Team in the project.

# Timelines and Milestones

## Project Timeline

**Timeline for the project.**

Day 1 – Planning and contract

Day 2 – Code/ Requirement analysis and planning

Day 3 – Code/ Continue Requirement analysis and planning

Day 4 – Code/ Solution Design and Testing

Day 5 - Code/ Solution Design and Testing

Day 7 – Finish all code and documentation/ submit the project

**Revisions to the timeline:**

If our project schedule is delay for any reason, we are going to have daily meeting to discuss the best way to get back in track.