**IT6036 Secure Web Application Development with Server-side Scripting**

**Project:** **Team Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | **Kiwitato** | |
|  | Student Name | Student ID |
| Student 1: | Alyssa Pilbrow | 20220501 |
| Student 2: | Kimberley Suan | 20210760 |
| Student 3: | Alexander Butt | 20220468 |
| Student 4: | Vijendra Singh | 20220756 |
| Student 5: | John LIbradilla | 20220534 |
| Student 6: | Maxim Seryakov | 20210883 |
| Agreement Date: | 04/09/2023 |  |

# Team Goals

The goals of the team are:

* *Work together and with autonomy.*
* *Complete the project within a given timeframe.*
* *Cooperate and solve issues as a group.*

# Team Procedures

### Communication

|  |  |  |
| --- | --- | --- |
| Team Name: | Kiwitato | |
| Team Member Name | E-mail | Mobile phone |
| Alyssa Pilbrow | 20220501@mywhitecliffe.com | 022 639 6569 |
| Kimberley Suan | ksua211@mywhitecliffe.com | 021959691 |
| Alexander Butt | 20220468@mywhitecliffe.com | 0221745690 |
| Vijendra Singh | 20220756@mywhitecliffe.com | 0210222474 |
| John Libradilla |  |  |
| Maxim Seryakov | 20210883@mywhitecliffe.com | 0224162841 |

1. Preferred methods of communication and how they will be used:

* **Teams Group Chat**: Used for general discussion (IT6006 Development of Enterprise Web) Application
* **Teams Group Calls**: Used for group meetings (IT6006 Development of Enterprise Web)
* **Github**: To share documents and code

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

* Monday meeting at 12.00 each week
* A secondary meeting where needed: Thurs 6.30pm
* Maxim may not be able to attend Thursday meetings, we can reschedule to suit his timetable or fill him in with minutes if needed.

1. Asynchronous communication:

* Check teams once a day.
* Respond to messages by the end of day.

1. Availability:

* Varying availability, we have a separate document with a calendar.

1. Failure to communicate with group:

* We will have a group meeting with the member to discuss solutions to improve their communication, and if they are unable to improve, we will speak to the lecturer for further help.
* If a member is failing to communicate, we can use change management form to distribute their workload to other members.

## Roles of Group Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Team Member Name** | | |
| Week 1 | Week 2 | Week 3 |
| Team Leader/ Scrum Master | Alyssa | Alyssa | Alyssa |
| Facilitator / Guardian of Contract | Alexander | Alexander | Alexander |
| Recorder | Kimberly | Kimberly | Kimberly |
| UX/UI Design | Maxim | Maxim | Maxim |
| System Architecture/Front-end Developer | Vijendra Singh | Vijendra Singh | Vijendra Singh |

## Decision Making

1. How will decisions be made?
   1. Decisions are made by group discussion and consensus.
2. How will decisions be recorded?
   1. Decisions will be recorded in our minutes
3. How will conflicts and disagreements be resolved?

* Discussion and a team meeting on the disagreement
* If no resolution can be met, majority vote rules (team leader breaks tie).

## Record Keeping

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

* Minutes will record agenda, discussions, and decisions.
* We will have recordings of team meetings saved in the chat.

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

* Trello will have member assignments.
* GitHub commits will have owners.

**Link to Trello Board here:**

[**https://trello.com/invite/b/9z7cvzO8/ATTI482432a78b1201c174f9281b7835cb033935D7A0/it6006-development-of-enterprise-web-application**](https://trello.com/invite/b/9z7cvzO8/ATTI482432a78b1201c174f9281b7835cb033935D7A0/it6006-development-of-enterprise-web-application)

# Team Expectations

## Behaviour Expectations

Team members will have:

* No aggressive or angry behaviour
* No foul language
* All members contribute to discussion
* All members attend meetings and if they are unable notify group in advance and catch up on minutes asap
* Ask for help if stuck
* Keep group members informed if there are any circumstances where you may be unable to complete the project

***How will you handle disagreements about team member behaviour?***

* If it is a small transgression, it can be dealt with casually in the moment – eg foul language can be called out by team leader.
* If there is a bigger issue, a group meeting to discuss the issue and potential solutions going forward and if serious enough escalate to lecturer or University depending on severity.

## Team Participation

1. Preference for leadership (informal, formal, individual, shared):

* Informal, shared leadership with Team Leader to guide meetings.

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

* Break backlog into equal parts to distribute.
* Change member roles frequently.
* Members are expected to remain in contact with the group and alert us asap if they have issues with workload or completing tasks.

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

* Frequently asking members for their input in meetings.
* Asking members who have not contributed to give them space to speak.

1. Strategies for keeping on task:

* Maintain the Trello board.
* Frequent check ins with the group to make sure we are on task and not stuck; reaching out if help is needed.

# Dealing with Issues

## Non-Cooperative Team Members

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

* Have a group meeting to discuss why member is struggling to cooperate and potential strategies to help them work with the group.
* If member is still having issues, we will redivide their task between other members and speak to lecturer.

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

* Peer and Group review will reflect poorly on member.
* Reduced ability to contribute and influence project.
* Reduced workload resulting is reduced learning.

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

* Bookwork done by Friday 8th September
* Programming: 9th – 19th September
* Testing: Blackbox testing, functionality testing 20-21st September
* Buffer Period: 22nd September is buffer period
* Project Due: 22nd September

We have a buffer period allocated of a day in case we run overtime in on stage of the project.

If a member is falling behind with their work, we will redistribute their work and assign another member to help them complete their workload.