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

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

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
|  | Student Name | Student ID |
| Student 1: |  |  |
| Student 2: |  |  |
| Student 3: |  |  |
| Student 4: |  |  |
| Student 5: |  |  |
| Student 6: |  |  |
| Agreement Date: |  |  |

# Completing your team 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.

Please delete any instructions when filling in the form.

## Submission and Signing

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

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

Once each team member has approved your team contract, 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 tutor if necessary.

# Team Goals

The goals of the team are:

* Cohesively create a restaurant review app
* …
* …

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
| Team Member Name | E-mail | Mobile phone |
| Alyssa Pilbrow | [20220501@mywhitecliffe.com](mailto:20220501@mywhitecliffe.com) | 0226396569 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Identify the preferred methods of communication and how they will be used. How will you keep the team updated about your progress? (add, delete and revise as needed):

* **Email**: communication with lecturers
* **GitHub Repository**: Document sharing
* **Mobile phone**: if no other route of contact works
* **Teams chat**: For all contact use chat so we can all see all comms/ video call recordings go there and shared documents

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

* Potential Meeting times – before class at 12.00am on a Monday or
* During practical time on Friday

Note: Kimberly works during the day so will not be able to make daytime meetings soan evening scheduled meeting may be good

1. Asynchronous communication:

* Check messages in the chat daily – however I do not look during most weekends
* Respond my the next day

1. Availability:

* 13-16th October I will be heading to Wellington but will be able to attend classes still

1. Failure to communicate with group:

* If we are having issues with a group member not being able to meet their duties we will have a team meeting to discuss why they are not achieving tasks and find a solution which may involve sharing their workload. This will be noted in our group and peer evaluation forms.
* If the member is still unable to meet their duties after an initial meeting and plan, we will speak to the lecturer for further guidance.

## Roles of Group Members

Will group members be assigned specific roles? For example, who will be the team leader, the timekeeper, the facilitator and guardian of team rules (of this contract), the spokesperson, the recorder, etc. Note that it is advisable for you to take turns in each role. This could be split by days or by stages of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role (examples)** | **Team Member Name** | | |
| First stage (specify dates) | Second stage (specify dates) | Third stage (specify dates) |
| Team Leader |  |  |  |
| Facilitator / Guardian of Contract |  |  |  |
| Spokesperson |  |  |  |
| Recorder |  |  |  |
| Time Keeper |  |  |  |

## Decision Making

1. How will decisions be made?

* By consensus
* Team Leader/ majority vote will win if there is a strong disagreement and no compromise can be met

1. How will decisions be recorded?

* Minutes will record decisions

1. How will conflicts and disagreements be resolved?

* If there is a disagreement which consensus cannot be reached then Team Leader takes over

## Record Keeping

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

* Team minutes will record our discussions, actions, talking points and such.
* Trello Board

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

* Each members contributions will be documented in the minutes as well as in the Github repo the commits.
* Trello Board will have members assigned to roles.

**NOTE**: In this course, the project instructions provide guidance about the expected evidence, but you may want to explain it here, to make sure that everyone understands.

# Team Expectations

## Behaviour Expectations

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

Team members will:

* Check the group chat often
* Stay in touch with their members
* Attend meetings or notify us of their absence

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

* Meet as a team to discuss behavior and how to deal with it
* Outline some points we can target

## Team Participation

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

* Informal

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

* We break tasks up into equal jobs
* Allow

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

* Asking members for feedback in meeting esp if they have been quiet
* Ensuring all members can attend meetings
* Opening the space for members to put their hands up

1. Strategies for keeping on task:

* Agenda written in minutes for meetings
* Trello board with tasks to complete

# Dealing with Issues

## Non-Cooperative Team Members

1. How will you deal with non-cooperative team members?
2. What are the consequences for failing to follow procedures and fulfil expectations?

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

(Break the project into stages).

Include a due date and time as milestones for each stage, and who is the lead developer for that stage – make sure to take turns.)

Bookwork & Planning – Till end of this week

Setup DB – Tues 12

Programming -

Testing – 3 days

1. It can be challenging to predict how much time is needed for each stage prior to beginning a project. In this section outline how you will handle revisions to the timeline, if necessary.

Have a buffer period and reallocate tasks

**Once the writing of the contract is complete, each group member should indicate acceptance of the contract.**

Follow the instructions on **Submission and Signing** at the start of the document to accept the contract.