**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:

* …
* …
* …

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
| Team Member Name | E-mail | Mobile phone |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**: To be used for…
* **Group discussion board**:
* **Mobile phone**:
* **Other**:

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

* (Specify when any sessions will be held and what tasks will be performed, include dates and times)
* (This could also be entered in a team calendar, if you are using one.)

1. Asynchronous communication:

* How frequently are group members expected to check their email, discussion board posts, and other forms of asynchronous communication?
* How quickly are group members expected to respond to emails, discussion board posts, etc.?

1. Availability:

* 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:

* What action will you take if a group member is not communicating within the time frame outlined above? What are the consequences?

## 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, majority vote, or by the team leader?
* (see unit *Teamwork Essentials*, section *Decision-Making*)

1. How will decisions be recorded?
2. How will conflicts and disagreements be resolved?

## Record Keeping

1. How will you save evidence of team discussions and team decisions?
2. How will you save evidence of each member’s contributions to the project?

**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:

* …
* …

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

## Team Participation

1. Preference for leadership (informal, formal, individual, shared):
2. Strategies to ensure cooperation and equal distribution of tasks:
3. Strategies for encouraging/ including ideas from all team members:
4. Strategies for keeping on task:

# 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.)

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.

**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.