**IT6037 Data Access and Management**

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

|  |  |  |
| --- | --- | --- |
| Team Name: | Admirable Blue Beatles | |
|  | Student Name | Student ID |
| Student 1: | Alyssa Pilbrow | 20220501 |
| Student 2: | Hyunwoo Jung | 20210748 |
| Student 3: | Vijendra Singh |  |
| Student 4: | Maxim Seryakov |  |
| Agreement Date: | December 1 |  |

# Team Goals

The goals of the team are:

* Work cohesively
* Communicate Effectively
* Teamwork

# Team Procedures

### Communication

|  |  |  |
| --- | --- | --- |
| Team Name: | Admirable Blue Beatles | |
| Team Member Name | E-mail | Mobile phone |
| Alyssa Pilbrow | 20220501@mywhitecliffe.com | 022 639 6569 |
| Hyun Woo Jung | hjun211@mywhitecliffe.com | 022 311 8218 |
|  |  |  |
|  |  |  |
|  |  |  |

1. Identify the preferred methods of communication:

* **Email**: If team member is not contactable, to contact client
* **Group discussion board**: Microsoft Teams
* **Mobile phone**: If team member is not contactable
* **Agile Board**: Trello
* **GitHub:** shared code repository

1. Video Meetings:

* Set meeting times of Monday 2.30- 3.30, Thursday 11.00 - 12.00
* We will meet over teams and record and transcribe meetings in chat, with minutes

1. Asynchronous communication:

* Frequency to check group communications: Within 24hrs
* Frequency to respond to group communication: Within 23hrs

1. Availability:

* Unavailable during weekends – Friday – Sunday.
* May be exceptions if negotiated prior.

1. Failure to communicate with group:

* Attempt to contact group member over mobile
* After 2-3 days (working day) of no communication , escalate to lecturer

## Roles of Group Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Team Member Name** | | | |
| Iteration One | Iteration Two | Iteration Three | Iteration Four |
| Team Leader | Alyssa | Alyssa | Alyssa | Alyssa |
| Lead Developer | Vijendra | Vijendra | Vijendra | Vijendra |
| Scrum Master | Maxim | Maxim | Maxim | Maxim |
| Recorder/ Document Manager | Hyunwoo | Hyunwoo | Hyunwoo | Hyunwoo |

## Decision Making

1. How will decisions be made?

* Consensus
* If no consensus can be reached, Team Leader will make final call

1. How will decisions be recorded?

* Primarily meeting Minutes
* Other documentation

1. How will conflicts and disagreements be resolved?

* Calm, open communication
* Group members uninvolved in conflict will act as mediators.

## Record Keeping

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

* Recordings in Group Chat
* Chat logs
* Group Minutes

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

* GitHub shows contributions
* Meeting Minutes
* Trello Board (assigned ownership to tasks)

# 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:

* Attend all meetings
* Communicate any issues with availability in a timely manner
* Be active in group discussions
* Ensure each member pulls their own weight in the project
* Update the group with any issues in completing tasks as soon as possible

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

* Bring small disagreements up quickly as they come
* If issue is ongoing, schedule a team meeting to have a discussion with the member to come to a resolution

## Team Participation

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

* While there is a Team Leader assigned, collective agreement is preferred when able

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

* All present with microphones in group meetings
* Ensure members feel able to speak up and share their opinion
* Checking in with all members about their workload + work schedule
* If scrum master is noticing a weighting towards or away from one member's assigned tasks, can bring this up in a group meeting

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

* Ensuring we call on all members during meetings and allow space for them to talk
* Not shooting down other members opinions and allowing group discussion
* Ensure we spend appropriate amount of time on all agenda/ points of discussion

1. Strategies for keeping on task:

* Agenda/ points of discussion before meetings and needed documentation ready to go
* Keep documentation up to date
* Team Leader and Scrum Master step in if veering off topic/ timeline

# Dealing with Issues

## Non-Cooperative Team Members

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

* Bring up issues with group member quickly while they are small
* If issues are not resolved, hold a group meeting with the member to try and come to an agreement

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

* Terrible review from other group members
* Discuss ongoing membership the group

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

* Iteration 1: Developing System Design document
* Iteration 2: Developing the Database
* Iteration 3: Developing Database Queries
* Iteration 4: Implementing Database using Web Application
* *Submission: December 1*

1. Revisions to Timeline
   1. Request an extension if we are unable to complete in original project timeline
   2. May have to work on weekends to make up for time