**Team Contract**

**Project Name: Web Application Publishing System**

**Project Team Members Names and Sign-off:**

|  |  |
| --- | --- |
| **Name** | **Sign-off on Team Contract** |
|  |  |
| **Ahmed Mekheimer** | **Ahmed Mekheimer** |
| **Ahmed Salama** | **Ahmed Salama** |
| **Mohammed Amir** | **Mohammed Amir** |

**Code of Conduct:**

* Ahmed Mekheimer Analyst & Quality Tester
* Ahmed Salama Back-end & Front-end developer
* Mohammed Amir UX designer/Graphic designer

**Work Distribution:**

* At 12th June 2023 Analyst will work on “Requirement Analysis” and “Analysis & Design” for 3 months.
* Analyst can be called again for work if needed in the first year, so Analyst worked 1 year
* At 15th September 2023 Developers (Front-End&Back-End Developer+UX Designer) will start Software Development for 21 months after waiting for Analyst to finish
* Quality Tester will work for a sum of 1 year of testing throughout the project.

**Communication:**

* E-Mails for announcements and attaching files
* Slack Application for text messages

**Problem Solving:**

These are techniques that developers should use

* [Clearly define the problem](https://www.sessionlab.com/blog/problem-solving-techniques/#Clearly_define_the_problem)
* [Don’t jump to conclusions](https://www.sessionlab.com/blog/problem-solving-techniques/#Dont_jump_to_conclusions)
* [Try different approaches](https://www.sessionlab.com/blog/problem-solving-techniques/#Try_different_approaches)
* [Don’t take it personally](https://www.sessionlab.com/blog/problem-solving-techniques/#Dont_take_it_personally)
* [Get the right people in the room](https://www.sessionlab.com/blog/problem-solving-techniques/#Get_the_right_people_in_the_room)
* [Document everything](https://www.sessionlab.com/blog/problem-solving-techniques/#Document_everything)

**Meeting Guidelines:**

* Meetings will be held in the Project Management Company
* Meetings will be every Two weeks
* Team members, project manager must attend the meetings.
* Client (University) should attend every month to follow up with the product being developed and get his feedback, confirmation, and opinion.
* At first meeting (Kick-off Meeting) we will discuss the Design and Analysis of the project which will be primarily the **“Analyst”** role
* Then we will have **the Back-end & Front-end developer** translate the Design and Analysis to Implementation while the “**Quality Tester**” running tests as soon as a deliverable is completed.
* **UX designer/Graphic designer** must have the Client’s sight on how the University would like the Pages Interface to look like.

**Participation:**

* As discussed in Meetings Guidelines
* Breaks, games and parties will be made to relieve stress from developers and make them more engaging