

TEAM CONTRACT

SOFTWARE ENGINEER PROJECT

Group Name: Brothers

Project: GoMall, an E-commerce Website Project

Date Created: 29/5/2025

1. Team Roles

Member	Role	Responsibility
Nguyễn Đăng Minh Duy 23127042	Team Leader/ UI/UX designer/ Full-stack developer	Task planning, progress tracking and review Design the interface of the website Participated in coding both the front-end and back-end components (part-time)
Tô Đan Hoàng Đăng 23127167	Front-end developer/ Documentation writer	Participated in coding the front-end components; write the documentation (planning, meeting records,...)
Phạm Văn Minh 23127228	UI/UX designer / Front-end developer	Design the interface of the website Participate in coding front-end components
Nguyễn Tấn Thắng 23127259	Back-end developer/ Tester	Participated in coding back-end components (API, database, ..); Testing the software modules
Nguyễn Tấn Phước 23127536	Back-end developer/ Tester	Participated in coding back-end components (API, database, ..); Testing the software modules

2. Communication

- **Tools:** Zalo (main communication method), Zoom (meetings), Trello (task management)

- **Meetings:** Zoom meeting every 2 weeks for report (of each Project Assignment); Zoom meeting for team discussion every 5-7 days; occasional Zoom meeting for conflict resolving
 - **Decisions:** Team decisions are voted on in Zalo group chat. In the event of a tie, the Team Leader makes the final call after asking the course teacher assistant
 - **Conflicts:** There will be a private discussion among conflict members beforehand. If the conflict is not resolve in 24 hours, members are acquired to create a meeting for conflict solving. Leader must contact the teacher assistant for further support.
 - **Response Expectations:** Zalo responses expected within 4 hours during workdays. Gmail communication should be acknowledged within 20 hours.
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3. Schedule

- All members should complete the individual task before 2 days of final submission.
 - Any delayed or supported request should be informed before the deadline of member's individual task
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4. Code Standards

- **Version Control:** GitHub (all code managed via pull requests)
 - **Coding standard:** Follow the language's standards.
 - **Reviews:** Every pull request must receive at least one approval from another member before merging to develop or main
 - **Tests:** Unit & integration tests
 - **Documentation:** Include project design, test case, and progress tracking.
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5. Performance

- **Tracking Tools:** All tasks must be logged in Trello in order to track the progress with estimated vs. actual effort.
 - **Handling Underperformance:**
 - 1st occurrence: Direct discussion with Team Leader
 - 2nd occurrence: Task reassignment and informal warning
 - 3rd occurrence: Formal notice and TA intervention
 - **Consequences:** Ongoing issues may result in reduced credit or mention in final group report.
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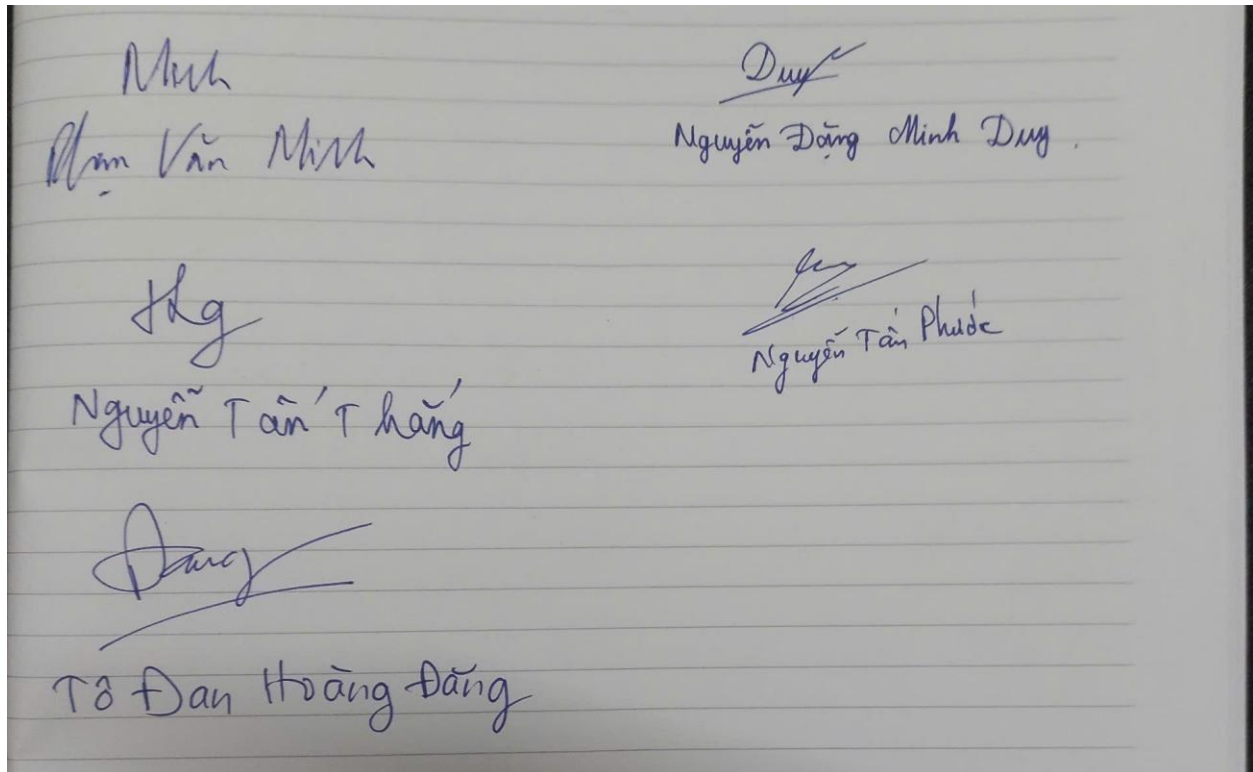
6. Decision-Making

- **General Issues:** Discussion will be held, each member must vote. Decision will be by majority vote within the group
 - **Major Project Changes:** Such as design or new scope additions require at least 60% team agreement (3 agreements)
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7. Updates

- **Review Frequency:** Every week, plus a 2-week review period (for each project assignment)
 - **Update Process:** Any agreed amendment must be recorded in /docs and pushed to GitHub
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Signatures



This contract sets clear team expectations for a successful development process.