

Team Contract

Team Name: **Group 2**

<p>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p>
<ul style="list-style-type: none">• Deliver a high-quality, well-researched, and professionally presented risk identification report to achieve the highest possible grade, not just a pass.• Develop and refine risk assessment skills, particularly in situations with limited or incomplete data.• Improve threat modelling skills
<p>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</p>
<ul style="list-style-type: none">• Every member must contribute meaningful work to the project; no one should “piggy-back” on the efforts of others.• We expect all team members to be reliable and committed to the project. This includes attending scheduled meetings on time, actively participating in discussions, and contributing equally to the workload. Communication should be consistent and respectful, with team members checking in regularly through our agreed communication channels and responding promptly to messages.• Each member is expected to complete their tasks by the agreed deadlines and maintain a high standard of quality in their work. If any challenges or delays arise, we expect open and timely communication so the team can adapt accordingly. Collaboration, accountability, and mutual support are key to our success
<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</p>
<p>Preparatory Tasks: Members will review relevant materials (e.g., risk assessment methodologies, industry threat reports) to contribute informed ideas. Idea Generation: All ideas will be considered without immediate criticism; evaluation will follow structured discussion.</p> <p>Evaluation & Review: Draft sections will be peer-reviewed within the team before inclusion in the final report.</p>

Decision Making: Decisions will be made by consensus
ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?
<p>Project Lead: Oversees deadlines, coordinates sections, ensures alignment with the brief and marking rubric.</p> <p>Research Lead: Gathers relevant data, threat intelligence, and industry references for both current and digitalised risk assessments.</p> <p>Writing & Editing Lead: Ensures consistency in tone, structure, formatting, and referencing.</p> <p>Graphics/Visuals: Creates diagrams, Gantt charts, and any visual risk models.</p> <p>All Members: Contribute research, writing, and review, regardless of primary role.</p> <p>Roles may rotate if workload or skills development needs require.</p>
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
<p>Conflict Resolution: Disagreements will first be discussed in the group; If consensus cannot be reached, the tutor will be asked for advise and mediation.</p> <p>Non-Performance: If a team member falls behind on their assigned tasks, the Project Lead will initiate a discussion to understand and address any challenges. If the delays persist, the team will contact the tutor and the workload will be redistributed among team members to ensure the project remains on track while maintaining fairness</p>

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract

xxxxxxxxxxxxx, 10-08-2025

Team member name and date

xxxxxxxxxxxxx 11-08-2025

Team member name and date