**Application Security and Server-side Dev**

**Course Code: IT6036**

**Project: Secure Web App**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | B&D | |
|  | Student Name | Student ID |
| Student 1: | Brooklyn Smith | 91030609 |
| Student 2: | David Sunley | 91031341 |
| Student 3: |  |  |
| Student 4: |  |  |
| Student 5: |  |  |
| Agreement Date: | 24 June 2019 |  |

Post your group contract to the group’s discussion board.

**Every group member needs to reply to the post to indicate acceptance.**

# Completing your Group 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.

Instructions on the group contract are (in brackets). Please delete them when filling in the form.

### Submission and Signing

Post your group contract to the group’s discussion board. Every group member needs to reply to the post, stating that

* You have participated in forming the procedures, expectations, and consequences stated in the contract.
* You understand the contract and will abide by what has been outlined by the group.
* You accept the consequences if you do not abide by something stated in the contract.

Once your group contract has been approved by each team member, 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 instructor if necessary.

# Team Goals

The goals of the team are:

* To complete a group project within the allocated time frame
* To work collaboratively and include each other in decisions
* To communicate with each other clearly so everyone knows what is happening

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: | B&D | |
| Team Member Name | e-mail | Mobile phone |
| Brooklyn | 91030609@computerpower.ac.nz | 02040971765 |
| David | 91031341@computerpower.ac.nz | 0272283283 |
|  |  |  |
|  |  |  |
|  |  |  |

1. 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 main correspondence between one another
* Group discussion board:
* Mobile phone: to contact one another in an emergency

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

* Face to face meetings will be every day Monday – Thursday unless one of us cannot make it which will need notice

1. Asynchronous communication:

* Group members should check their emails daily, preferably before their course shift has started
* Group members should respond to emails whenever it is possible to do so, but by the end of their course shift on that day at the latest, so long as the email was sent minimum an hour before that.

1. Unavailability:

* If any group members know they will be unavailable for a specific date, they will email or contact the other team members as soon as they can to let them know.

1. Failure to communicate with group:

* If a group member is not communicating, it will be recorded and if nothing is done after 2 days, course tutors will be notified and tasks will be re-delegated

### Roles of Group Members

Will group members be assigned specific roles? For example who will be the team leader, the time keeper, 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 | Brooklyn (for planning) | David (for implementation) | David (for testing & maintenance) |
| Facilitator / Guardian of Contract | Brooklyn | Brooklyn | Brooklyn |
| Spokesperson | David | David | David |
| Recorder | Brooklyn | Brooklyn | Brooklyn |
| Time Keeper | David | Brooklyn | Brooklyn |

## Decision Making

1. How will decisions be made?

* By majority vote

1. How will decisions be recorded??

* They will be recorded by the recorder at the time, and then put into an email for all to see

1. How will conflicts and disagreements be resolved?

* They will be talked through by all team members and if they cannot be solved, team leader will make a decision that all must follow

## Record Keeping

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

* Word document date and information, email snippets

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

* If in code, commented sections of code made by members named.

# Team Expectations

## Behaviour Expectations

1. List the behaviour expectations (e.g. regarding punctuality, preparation for meeting, timeliness of contributions, input to discussions, etc.)

Team members will:

* Communicate clearly about when they will not be in course
* Contribute tasks in an agreed time frame
* All team members must contribute to conversations throughout the project

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

* Team leader will be responsible

## Team Participation

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

* Informal, shared

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

* Each member is assigned tasks where difficulty per task is distributed evenly

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

* Open discussions about ideas and members choose where they feel they are strongest or most passionate about

1. Strategies for keeping on task:

* Small tasks are done at the beginning to get used to the workflow and larger tasks are broken down and distributed so members do not feel overwhelmed.

# Dealing with Issues

## Non-Cooperative Team Members

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

* They will not be included in the final submit of the project and will be recorded in journal that they did not perform to standard

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

* They will not be included in the final submit of the project and will be recorded in journal that they did not perform to standard

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

(Break the project into stages; for example, you might have the following: requirements, solution design, iteration 0, iteration 1, iteration 2, finalising code and documentation, submission of assignment.

Include a due date and time as milestone for each stage, and who is the lead developer for that stage – make sure to take turns.)

* Requirements document – due 24 june
* System design document – due 25 june
* Web app first hand in – due 27 june
* Web app testing – due 28 june
* Web app final – due 28 june
* Individual journal due 28 june

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.

* Due dates will be subject to change

**Once the writing of the contract is completed, 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.