**Data Access and Management**

**Course Code:  IT6037**

**Project: Establish and Manage Data Access**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | SWESLBS | |
|  | Student Name | Student ID |
| Student 1: | Stuart Work | 91031442 |
| Student 2: | Elwin Su Liu | 91031857 |
| Student 3: | Brooklyn Smith | 91030609 |
| Student 4: |  |  |
| Student 5: |  |  |
| Agreement Date: | 16/09/2019, 17/09/2019  18/09/2019 | 91031442, 91031857  91030609 |

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

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

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**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 each team member has approved your group contract, 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:

* Let everyone in the team have their say and listen to each other.
* Communicate effectively and in a timely manner.
* Set time for face to face working dissections so that everyone is on the same page.

**TEAM PROCEDURES**

**Communication**

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

|  |  |  |
| --- | --- | --- |
| Team Name: | SWESLBS | |
| Team Member Name | e-mail | Mobile phone |
| Stuart Work | 91031442@mail.computerpower.ac.nz | 021 02902948 |
| Elwin Su Liu | 91031857@mail.computerpower.ac.nz | 0274 175 511 |
| Brooklyn Smith | 91030609@mail.computerpower.ac.nz | 0204 097 1765 |
|  |  |  |
|  |  |  |

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 letting others know about important files and more information on topics.
* Group discussion board: To be used when we are not together, so everyone can have their say
* Mobile phone: If need to communicate in a hurry (instant communication)
* GitHub: for code sharing and version Control
* Other: messenger (instant communication), used to talk to each other (group texting)

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

* Tuesday 17/09/2019 Time: 13:50 Team meeting, Requirements Analysis & Planning document.
* Wednesday 18/09/2019 Time: 16:00 Team meeting, Solution Design document.
* Thursday 19/09/2019 Time: 13:50 Team meeting, Implementation (setting up development environment).
* Monday 23/09/2019 Time: 13:50 Team meeting, Finish Implementation.
* Tuesday 24/09/2019 Time: 16:00 Team meeting, Testing.
* Wednesday 25/09/2019 Time: 16:00 Team meeting, checking work, fixing mistakes and peer evaluation.

1. Asynchronous communication:

* At least two times a day, since we have people working in the morning and in the afternoon the two times will be when they are scheduled to start work and just before the finish, for morning it will be 08:00 and 15:00, afternoons will be 13:30 and 19:30.
* The same day if it’s before 18:00 or first thing the next morning.

1. Unavailability:

* If any group members know they will be unavailable for a specific date, please list it in this section.

1. Failure to communicate with group:

* Give them a warning and talk to them face to face as a group, if they get three warnings their name will be removed from the team and they will no longer be a part of the discussion making process.

**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 (17-18/09/2019) | Second stage (19-23/09/2019) | Third stage (24-25/09/2019) |
| Team Leader | Stuart | Elwin | Brooklyn |
| Facilitator / Guardian of Contract | Brooklyn | Stuart | Elwin |
| Spokesperson | Elwin | Brooklyn | Stuart |
| Recorder | Elwin | Brooklyn | Stuart |
| Time Keeper | Brooklyn | Stuart | Elwin |

**Decision Making**

1. How will decisions be made?

* By consensus.

1. How will decisions be recorded?

* On a decisions board.

1. How will conflicts and disagreements be resolved?

* By talking about what we disagree with and why, letting everyone have their say about the matter and trying to solve the disagreements by understanding what and why we disagree.

**Record Keeping**

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

* Screen shots of the chat log and decision board

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

* By using Trello and taking screen shots each day

**(Note**: in this course, the project instructions provide guidance about the expected evidence, but you may want to explain it here, to make sure that everyone understand.)

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**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:

* Listen to other group members input/ideas and discuss the options.
* Contribute to discussions and work.
* Ask for help if it is needed (the sooner the better).
* Give other group members ideas, solutions, and problems some thought rather than brushing them off.

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

* Talk the disagreement over as a group and if it cannot be solved then ask the tutor for help in the matter.

**Team Participation**

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

* Individual and shared, everyone is the leader, and no one is.

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

* Setting time for face to face meetings and using Trello.
* Daily stand up meetings, so that work can be spread evenly.

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

* Always ask everyone for their input on the topic during and after decision have been made.

1. Strategies for keeping on task:

* Have a time plan and a Kanban as well as pick someone to look after them.
* Daily stand up meetings.

**DEALING WITH ISSUES**

**Non-Cooperative Team Members**

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

* Talk to the non-cooperative team member about the issue, if it continues then talk to the tutor about it.

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

* If the above does not solve the non-cooperative team member then they will be fired from the group.

**TIMELINES AND MILESTONES**

**Project Timeline**

1. Create a timeline for the project.

* Requirements Analysis and Planning Document **Date:**17/09/2019 **Time:**23:59
* Solution Design Document **Date:**18/09/2019 **Time:**23:59
* Iteration 2 **Date:**19/09/2019 **Time:**23:59
* Iteration 3 **Date:**20/09/2019 **Time:**23:59
* Testing/debugging **Date:**23/09/2019 **Time:**23:59
* Iteration 4 **Date:**24/09/2019 **Time:**23:59
* Finalising code and documents **Date:**25/09/2019 **Time:**23:59
* Evaluation and submission **Date:**26/09/2019 **Time:**17:00

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.

**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.