

Team Contract

Team Name: Group 2

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

The main goal of this group is to deliver a useful report. The report should cover logical design, it should also propose how database is built, and use data management to create a healthcare database, which has good functionality. The idea is for the system to manage patients, doctors, appointments, treatments, and billing, while using clear relationships: patients have multiple appointments, each appointment needs to be connected to a doctor, while treatments are connected to both doctors and patients, and appointments are scheduled in a way, that automatically generates invoices. This design is very useful. It aims to solve real-world clinical problems and appointment scheduling issues, as well as billing errors and fragmented patient records, while also achieving what is required in an academic way.

Our goal is to develop essential database design skills, together with entity-relationship modeling, implementing one-to-many and many-to-one relationships, and selecting useful data types, which can be used to optimize the healthcare industry. The major competencies related to the healthcare sector include managing sensitive patient data, accurately deduplicating records, creating standardized data formats, understanding GDPR and medical record retention regulations, and designing role-based access controls. We aim to strengthen our ability to translate clinical workflows into database structures, considering the Database Management System options based on security and performance requirements. Translate technical decisions into terms understandable within the clinical context and critically evaluate the balance between data quality, usability, and system efficiency.

Our goals would be achieved if we were able to design a report that is useful in a real clinic setting and that meets all the assignment requirements. The database needs to reduce appointment and billing errors, allow easy access to patient treatment histories, and maintain data security through access controls. The objective is to create a design that enhances the quality of patient care and administrative efficiency.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
We expect full attendance and active participation at all scheduled meetings. The meeting will occur at a minimum of twice a week during the design phase and once a week during the documentation. Each member needs to complete all the assigned tasks and review shared materials. If a member cannot attend the meeting, they must inform the team at least 24 hours. We expect punctuality, and communication must be frequent, clear, and proactive. Considering the quality of work, if the standards are not met, we expect openness to feedback and a commitment to revision until the work achieves the required level of professional excellence
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
During the project, each member must follow the following rules: Each member must prepare their work and the materials before the meeting to ensure productive discussions. All team members are encouraged to propose ideas; every proposal will be considered and discussed before being dismissed. Decisions are made collectively. If there is no consensus, it will be put to a vote The tasks are assigned based on competencies and the availability of each member and recorded in a collaborative document. As a team, we will regularly evaluate progress, give constructive feedback, and adhere to quality standards and deadlines.
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?
As team lead, Fiaz's role will be to coordinate the whole project, to make sure that everything is consistent across all sections, make team meetings easier, and manage timelines. Fiaz's primary technical responsibility is the Database Build Proposal.

Francesca's main task will be the Logical Design section. This will form the basis of our database. This includes:

Defining all entities: Patients, Doctors, Appointments, Treatments, Invoices (and any supporting entities like Specialties, Treatment Types)

Identify and document attributes for each entity with specific data types and formats.

Defining all the relations.

Lazar's main responsibility will be writing the Data Management Pipeline section of the design report. This involves documenting and critically evaluating how data would be captured, cleaned, and prepared for the proposed healthcare database. Document Hypothetical Data Sources Critical Evaluation.

CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

We will address non-performance by using early intervention approach. This means we will perform communication and support. We will also hold ourselves accountable for our actions. If a team member misses a meeting without 24-hour notice, does not complete tasks given by the deadline, on which we all agreed, doesn't fulfill professional standards, or if there is any insult or communication, deemed inadequate, Fiaz will have to initiate a private conversation within 24 hours, and they will try to resolve the matter together. Many performance issues are result of unclear communication, overly high expectations, or workload challenges that can be resolved through one one-on-one dialogue and team support.

In case of conflict:

Different opinions will be discussed openly during meetings, aiming to find a compromise.

If the team cannot reach an agreement, a vote may be held to decide.

One of the main goals of this collaboration is to maintain a respectful and productive environment, focusing on solutions.

By signing this contract, we confirm that:

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

Fiaz Ali

Fiaz Ali, 02/11/2025

Team member name and date

Larussa Francesca

Larussa Francesca, 02/11/2025

Team member name and date

Lazar Ilincic, 02/11/2025

Lazar Ilincic

Team member name and date