Team Contract

Team Name: SASA

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
  • Identify and analyse critically security risks, threats and vulnerabilities in information systems, accounting for the current threat landscape. • Gather and synthesise information from multiple sources (including internet security alerts & warning sites) to aid in the systematic analysis of risks & security issues. • Critically determine appropriate methodologies, tools and techniques to mitigate and/or solve security risks and their business impact. • Articulate the legal, social, ethical, and professional issues faced by information security and risk professionals.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- Endeavor to complete all allocated tasks on time and to the best of our ability.
- Open, honest, timely communication is key. All members will endeavor to reply to messages / requests within 24 hours, if possible, but certainly within 48 hours.
- Anyone who will be unreachable for a period of longer than 48 hours, will advise the rest of the group.
- Everyone is expected to deliver a minimum 50% of the research content and development.
- Everyone's opinions will be respected.
- Face to face meetings weekly dependent on availability – time subject to availability.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- Concise updating of the group notes/ minutes from previous meeting discussion and seminar updates (tutor suggestions).
- Group Notes/Minutes shall be open and facilitate ideas and knowledge sharing.
- Each member is expected to advise the team immediately if they encounter difficulties or challenges with allocated tasks.
- Re-assessment and reallocation of work will depend on load balance.
- The final assignment draft(s) must be shared and consolidated 4 days prior to the due date so all editing can be finalised.
- Group evaluations and key performance variables will be based on punctuality, communication, and overall effort.

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?

Facilitator/Coordinator:

- Set up group meetings, inform group of schedules, organize meeting minutes.
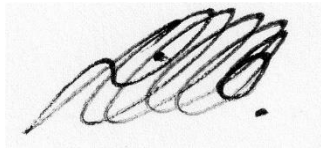- Communicate with the tutor or set up sessions with the tutor.

This role will be conducted interchangeably to allow each member to shoulder the responsibility.

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

- If disagreements arise, there will be a group vote. Each member will be expected to provide a motivation to justify their perspective.
- If a member goes AWOL for a period longer than 48 hours and without prior notification; it will be noted in the meeting and if necessary escalated to peer assessment.

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, the undersigned, agree to abide by the contents of this contract.

Steve Fisher 14/3/2023……………………………

…Stella Williams 14/3/23……………………………

Amy Farnan 14/03/2023…………………………….

Antonios Kikidis 14/03/2023