

IT6041 Software Project

Project: Software Project

Team Name:	Digital Dream Team (DDT)	
	Student Name	Student ID
Student 1:	Sammy John Rawlinson	20210742
Student 2:	Mariano Esteban Ruiz	20210844
Agreement Date:	15/5/22	

TEAM GOALS

The goals of the team are:

- **Develop a functional and user-friendly web app that meets user requirements**
- **Complete the project within the timeline**
- **Implement effective project management practices using agile**
- **Promote collaboration and effective communication among team members and ensure everyone is on the same page**
- **Continuously improve the codebase by incorporating feedback from client and tutor and implementing best practices**
- **Build a strong team culture that values creativity, innovation and learning**
- **Deliver a product that exceeds expectations and end-users**
- **Continuous learning and improvement within the team developing necessary skills**

TEAM PROCEDURES

Communication

1.

Team Name:	DDT	
Team Member Name	E-mail	Phone
Sammy John Rawlinson	sraw211@mywhitecliffe.com	0226356972
Mariano Esteban Ruiz	mrui211@mywhitecliffe.com	ruizmariano@icloud.com

Primary Communication will be through Teams.

Team Discussions:	Through Teams Chat
Decisions and Sharing Documentation:	Teams Channel IT6041-Team DDT
Tutor Interaction:	Teams Channel IT6041- Team DDT
Client Interaction:	Mariano Brother (he has details)

2.

- Instant Communication: **Teams Chat or if urgent Phone.**
- Team Discussion + Decisions: **Teams Channel IT6041, Miro Board to be setup for Collaboration**
- Shared Documentation: **Teams Channel IT6041 + Github**
- Shared Code: **Github**
- <https://github.com/HadleysHope/IT6041-Team-DDT.git>
- Planning: **Trello**
<https://trello.com/invite/b/ogvjBHHQ/ATTI0f059b3b4ab59698a81bc267af970660D78CFAEC/it6041-teamddt>

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

- **Meeting Times:** Monday, Wednesday, Saturday
- **Work Sessions:** Monday, Wednesday
- **Monday:** **930AM – Scrum + Sprint Planning**
Day- Work Session
4pm- Sprint Reflection
- **Wednesday:** **930AM- Scrum + Sprint Planning**
930AM- Class + Tutor Interaction
Day- Work Session
4PM- Sprint Reflection
- Saturday:** **12pm – If Needed for extra status update + planning for Monday**

4. Asynchronous communication:

Group Members will be expected to follow group chat and Kanban Board daily for updates. In Weekly Meeting an outline of expected response times will be set.

5. Availability:

No Group Members have expressed any unavailability. Group will be informed during meetings or via chat if this changes.

6. Failure to communicate with group:

If a team member fails to communicate with the group and fails to attend a meeting the following will apply.

- **First message on Team Chat to establish why they missed the meeting.**
- **Failure to respond within 24hrs will result in an email asking to contact the group.**
- **Failure to respond to email by next group meeting and failure to make 2nd team meeting will result in an email to Ying informing her of the situation.**
- **The group will work on assuming the team member has left the group until contact. Once contact has been established reasons will be assessed.**
- **If team member continues in the group a second failure to make a meeting will then result the team asking Ying to remove member from the group.**

Roles of Group Members

Facilitator of Contract-	Sam
Project Planning:	Sam
Client Interaction + Requirements Analysis:	Mariano
SCRUM Master:	Rotates dependant on agenda.
Tasks:	Collaborative effort to gain experience and skills across the project

Decision Making

1. How will decisions be made?

Decisions will be discussed during weekly meeting and decided by consensus if cannot come to a solution the current SCRUM master will make the decision.

2. How will decisions be recorded?

Decisions will be recorded in minutes of the meeting by the SCRUM master and posted in teams channel.

3. How will conflicts and disagreements be resolved?

Decisions will be discussed during weekly meeting and decided by consensus if cannot come to a solution the current SCRUM master will make the decision.

Record Keeping

1. How will you save evidence of team discussions and team decisions?
 - **Minutes from meetings will be recorded and posted in Teams decision channel.**
2. How will you save evidence of each member's contributions to the project?
 - **As well as minutes from meetings, Kanban Board will show active participation and contribution from team members and documentation and contribution will be visible on Github.**

TEAM EXPECTATIONS

Behaviour Expectations

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

Team members will:

- **Expected to attend Meetings**
- **Contribute to Meetings and Work Session**
- **Complete Tasks discussed in Team Meeting and set by time frames**
- **Active participation with Kanban Board**

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

Team members will be reminded of this document as the expectations of the group. As a whole the group will approach their concerns with the team member. Continued failure to adhere to team contract will result in a meeting with Ying to mediate.

Team Participation

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

Shared, with SCRUM Master as acting Team Leader for each SCRUM meeting.

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

Kanban Board following the agenda and schedule set by team meetings to visually track team member contributions and cooperation and keep on track of the project schedule.

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

- **SCRUM master to facilitate meetings, breaking up tasks to each team member holding them accountable for a specific task and encouraging them to be responsible.**

4. Strategies for keeping on task:

Kanban Board and Team Meeting with Status Updates will keep the group on track.

DEALING WITH ISSUES

Non-Cooperative Team Members

1. How will you deal with non-cooperative team members?
 - **Team Members will be referred to this document as per the group expectations.**
2. What are the consequences for failing to follow procedures and fulfil expectations?
 - **Mediation with Ying will be arranged to solve the problem and failing to come to an agreement will lead to the member being removed from the group.**

TIMELINES AND MILESTONES

Project Timeline

Project Proposal

- Team Contract
- Design Documentation
- Planning Document
- Client Meeting Minutes
- Reflective Journal
- Development Log Document

Due Date: Fri 9th June

Project Execution

- Software developed according to Design Documentation
- Testing Log
- Information on Industry Feedback
- Client Meeting Minutes
- Reflective Journal
- Evaluation Forms
- Development Log Document

Due Date: Sun 2nd July

Project Presentation + Reflection

- Presentation
- Present to Tutor
- Answer Questions
- Reflection Journal

Due Date: Fri 7th July