**Agile Project Management**

**Course Code: IT6040**

**Project: Club Ex**

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| --- | --- | --- |
| Team Name: | Club Ex | |
|  | Student Name | Student ID |
| Student 1: | Michael Boitmann | 90054169 |
| Student 2: | Joel Hilley | 92060012 |
| Student 3: | Paula Martinho Da Silva | 91031464 |
| Student 4: | Patrick Mudge | 420190327 |
| Student 5: |  |  |
| Agreement Date: | 15 March 2021 |  |

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

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

# Team Goals

The goals of the team are:

* A working web application defined by Customer (Subash H. )
* Completing product backlog on time
* To produce a viable project that will meet the minimum criteria of the Product Owner

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
| Team Member Name | e-mail | Mobile phone |
| Michael Boitmann | [mboi191@mywhitecliffe.com](mailto:Mboi191@mywhitecliffe.com) | 0221997310 |
| Joel Hilley | jhil191@mywhitecliffe.com |  |
| Paula Martinho Da Silva | pmar181@mywhitecliffe.com |  |
| Patrick Mudge | pmud191@mywhitecliffe.com |  |
|  |  |  |

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…
* Group discussion board:
* Mobile phone:
* Other:

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

* (Specify when any sessions will be held and what tasks will be performed, include dates and times)
* (This could also be entered in a team calendar, if you are using one.)

1. Asynchronous communication:

* How frequently are group members expected to check their email, discussion board posts, and other forms of asynchronous communication?
* How quickly are group members expected to respond to emails, discussion board posts, etc.?

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:

* What action will you take if a group member is not communicating within the time frame outlined above? What are the consequences?

### 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** | **Team Member Name** | | | | | |
| **1st Week** | **2nd Week** | **3rd Week** | **4th Week** | **5th Week** | **6th Week** |
| Scrum Leader | Joel | Michael | Paula | Patrick | Joel | Michael |
| Recorder | Michael | Paula | Patrick | Joel | Michael | Paula |
| Team-Coordinator | Paula | Patrick | Joel | Michael | Paula | Patrick |
| Kanban Update | Patrick | Joel | Michael | Paula | Patrick | Joel |

## Decision Making

1. How will decisions be made?

* Group consensus

1. How will decisions be recorded??

* By the record keeper and will appear from the minutes of the meeting

1. How will conflicts and disagreements be resolved?

* Will discuss within the group to lay down the issue and the best solution at the moment. This will be agreed upon before end of the meeting.

## Record Keeping

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

* Snap shots of the before and after of the Kanban Project
* Minutes will be recorded and save on timely and daily manner

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

* GitHub will automatically update and save the member’s contribution on the project

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

# 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:

* Be in the meeting on a daily basis
* Do work on time or communicate if there’s any barriers or constraints to achieve the goal
* …

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

* Discuss, analyse and agreed by the majority with proper reason on the chosen solution.
* Brought up in group discussion as well during the meeting

## Team Participation

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

* n/a

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

* Everyone will raise a flag if they think that the assigned task is more than what is expected
* May request an assistant during the process to achieved that sprint

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

* Regular discussions and will encourage to share the hindrance or hurdles to achieve the goal and will distributed or look for a resource to achieve it

1. Strategies for keeping on task:

* This will be checked on a daily meeting during stand off

# Dealing with Issues

## Non-Cooperative Team Members

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

* Will threat other with free Domino’s Pizza

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

* Team will be highly affected in terms of the project outcome and expectation.

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

* Week 1 – understanding the project requirements, setup the GitHub and Kanban project, Scheduling of Scrum Master on weekly basis, start the basic Django Project and Wireframe, and complete the documentations needed for the project.
* Week 2
* Week 3
* Week 4
* Week 5
* Week 6

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.

This will be discuss and agreed during the 5pm meeting if the sprint will require days to complete.