

team contract

TEAM 2



October 21, 2014

team 2

Newcastle University

Contents

[Project Title 2](#_Toc401895627)

[Project Leader 2](#_Toc401895628)

[Code of Conduct 2](#_Toc401895629)

[Professional Behaviour to be adhered to during meetings 2](#_Toc401895630)

[Meetings 3](#_Toc401895631)

[Communications 3](#_Toc401895632)

[Contingencies 4](#_Toc401895633)

[Agreement 4](#_Toc401895634)

[Student Names 4](#_Toc401895635)

[Time and Date of Contract 5](#_Toc401895636)

Project Title

Lloyds Banking Mobile App

Project Leader

Matthew Selby (130545637)

# Code of Conduct

The general code of conduct throughout the process is that members will:

* Accept full responsibility for their own work (dated and author noted) and correctly reference when other team members have contributed or you have used another team member’s work.
* Reference any third party code, but will not copy an entire collection of code as that is plagiarism which is not tolerated.
* Consider security aspects when designing, creating and testing the system.
* Not disclose any personal information given by the client (Lloyds banking group) with any external parties.
* Conduct work without any discrimination or prejudice of other team members or their viewpoints/ideas.
* Report any malicious acts against team members or the software project straight to the team leader.
* Ensure not to break any legislation in place relating to software (i.e Data Protection Act 1998, Computer Misuse Act 1990, Copyright Laws etc.).
* Use software that members have a license to use (no piracy).
* Only take on work that they consider equal to (or below) their level and report to the team leader if they ever feel overwhelmed or out their depth.
* Not disclose any sensitive information regarding the workings of the software with a third party.
* See to it that the Project meets its final completion.

## Professional Behaviour to be adhered to during meetings

Certain behaviour is to be expected from the members with regards to meetings, these are:

* To be on time and prepared for the meeting.
* Alerting other team members and team leader to any absences or any problems that may cause an absence.
* Include all team members in discussions and problem solving.
* If there are any disagreements, that they’re handled professionally and non-aggressively.
* To listen to others how you would like them to listen to you.
* If any member has any concerns on a solution, to make sure to vocalise them as it may be something the rest of the group haven’t considered.
* Making decisions during meetings will fall to a group consensus, if the group consensus is at a disagreement the tiebreaking decision will fall on the shoulders of the Team Leader.
* When discussing new ideas bring diagrams and written descriptions to help visual learning members as well as audible.
* Anything that is being discussed when we run out of time will be noted and passed onto the next meeting.

## Meetings

Meetings will be held every week and organised by the team leader. The aims and topics of the meeting will be discussed the day before the meeting using our online means of communication.

Members are expected to show up on time and prepared to discuss the aforementioned aims and topics.

The meetings will usually take the place on the listed days and times:

* Monday (emergency informal) Pre 1pm.
* Tuesday (informal meeting) 11-12pm or 1-2pm
* Wednesday (emergency informal) Pre 11am.
* Friday (formal meeting) current 1-2pm, subject to rotation.

Meeting logs (minutes) will be taken at each meeting (usually electronically on a laptop). If that isn’t possible they will be written on paper. They will consist of the date, time, location, attendance, any points made and things to consider before our next meeting. Any paper copies will be written up electronically at a later time and added to the collection of meeting logs currently amassed. They will be organised by date and time.

Any changes to the team meeting dates or times will be announced by the team leader and then communicated to the group via email, text and online social group.

## Communications

Each team member will be part of an online social media group which has a self-contained chat system. The contact mobile numbers for each member of the team and their personal email addresses will also be posted within the group. The university email addresses of each member are already on blackboard.

Work will be shared amongst the group using an online cloud-based file space (i.e. dropbox) that every member will have access too.

## Contingencies

In the case that the team leader is incapable of organising meetings or making decisions due to illness or other reasons, the responsibilities will be passed onto the deputy team leader. They will assume all roles and duties of the team leader. If any other member of the team will be unable to work or attend meetings for an extended period, they shall notify the team leader who will then put an action plan in place depending on what the circumstances are.

If the social media platform for communication has technical issues then each member will have the mobile phone and personal email data of all other members and should be able to communicate via those during the downtime. If there was a sudden collapse of all communications, the team leader would gather the team at the end of a lecture and discuss a meeting time and place to update each other on what they have done during the communication problems and what still needs to be done.

Loss of documents or data due to technical breakdowns should be very few and far between with constant and varied types of backing up (cloud, flash storage, local, non-local) and with intense versioning of the software (using a VCS (version control system) such as github.) If it were to arise however the procedure in place would be to fall back to the last version that is restorable/working. To keep our agile development on track there will be agile development planning and tracking software (JIRA), which will allow the team to see what we have done and what is still to do in sprints. This should protect the team if the agile development was to become muddled during a sprint.

There will be a meeting about all the software to be used and tutorials on the software so that everyone understands it to the level needed for the project and to ensure nobody feels overwhelmed with new technology.

## Agreement

We declare that we shall uphold all aspects of this contract until the project has ran its course.

## Student Names

Matthew Selby (130545637)

Joshua Greenwood (130334835)

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# Time and Date of Contract

1:36pm, 21/10/2014

Word count for Contract: 1090

Word count for Contract and Structure combined: 2233 words.