

## Team Contract

**Team Name: Defense in Depth**

**GOALS:** What are our team goals for this project?

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

Knowledge-Based Goals and Hard Skills:

- Understanding of the security aspects of data storage.
- Understanding and implementation of a secure API.
- Understanding and implementation of password hashing techniques.

Atmospheric Goals and Soft Skills:

- To complete group tasks collaboratively and efficiently and as close to the brief as possible.
- To develop a positive team atmosphere and work ethics.
- To support each other in our learning whilst taking responsibility for our own learning and development.
- To develop a positive experience working as a remote team and new skills in this regard.

**EXPECTATIONS:** What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

Participation:

- To be reasonably responsive to communication from group members about group tasks throughout the module.i.e., participation is expected through the team's formal communication method (Slack) to each main discussion topic. This participation could be in any form, including, agreement, disagreement, suggestion, etc.
- To attend group meetings, as necessary – once weekly beginning from week 2 of the module. Participation is expected, but in the case that one can't attend, the person has to make efforts to catch up on what has been discussed.
- To attend group meetings prepared. For example, single work of a team member or a group of teammates should be shared before or during the meeting.
- To be collaborative in dividing workload and to accept fair share of workload, as agreed by all group members

- Respecting other team members work/family commitments and time constraints.
- Communicating openly via slack so that all team members remain informed.

Quality:

- Every team member is expected to pick a role in the team that suits him/her the best to ensure efficiency and quality of the team work.
- Flexibility in changing roles is permitted in a manner to increase the motivation and quality of the assigned task.

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

- 1) Everyone puts in a time effort into the project that meets the general expectation of the module.
- 2) Everyone tries to fulfil his/her duties, depending on his/her role.
- 3) In case of violation of point 1 and/or point 2, the team member has to contact the team explaining the reason for the violation and the suggested remediation. In case of failure of communication, the issue will be forwarded to the course tutor for resolution.

**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?

- **Group Coordinator** (Rachel Doherty): responsible for scheduling meetings and maintaining documentation and taking minutes.
- **Group Specialist** (Djordje Savanovic): ideally the group member with most technical knowledge, will be available for questions on technical aspects and troubleshooting.
- **Group Monitor** (Mohammad Atieh): responsible for checking assignment requirements, and monitoring task completion and deadlines and reminding other group members.
- **Group Evaluators** (Roberto Cappiello, Nicolas Haas): responsible for reviewing and proofreading contributions, checking for quality of language and plagiarism.

In addition, coding roles will be distributed and agreed upon during future meetings.

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

The group coordinator and group monitor should set up a time schedule and he/she should evaluate whether we are still on track of our goals/schedule. If he/she sees a violation, then he/she has to report it to the group (by email) so that an extraordinary meeting can be scheduled.

Regarding disagreements, this should be solved in smaller groups if possible. The whole group should only be informed if there is a need for it. The group coordinator will then propose further steps as needed.

By signing this contract, we confirm that:

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

Nicolas Haas 19.06.2022

Team member name and date

Djordje Savanovic 19.06.2022

Team member name and date

Roberto Cappiello 19.06.2022

Team member name and date

Mohammad Atieh 19.06.2022

Team member name and date

Rachel Doherty 19.06.2022

Team member name and date