Team Contract

Purpose of the Contract

This contract outlines the expectations, communication methods, and ground rules for all team members involved in the project to ensure smooth collaboration and successful completion.

Team Member Information

- **Sahil (2312257)** - Project Manager & Security Specialist
- **Aayush (2307699)** - Front-End Developer & Data Analyst
- **Saif (2315033)** - Back-End Developer & Database Administrator
- **Sudarshan (2208259)** - Tester, Full-Stack Developer & All-Rounder

Communication Plan

- **Primary Communication Tool**: Slack (#team-channel)
- **Meetings**: Weekly check-ins via Zoom on Mondays at 10 AM
- **Task Updates**: Trello for progress tracking
- **Urgent Issues**: WhatsApp group for immediate concerns

Roles and Responsibilities

Sahil (Project Manager & Security Specialist)

Responsibilities:

- Oversee project timeline and ensure deadlines are met
- Delegate tasks and track progress
- Conduct cybersecurity assessments and risk management

Strengths:

- Excellent leadership and conflict resolution skills
- Strong decision-making under pressure

- Effective multitasking and prioritization

Areas for Development:

- Needs to improve task delegation
- Time management under tight deadlines

Communication Methods:

- Daily stand-ups on Slack
- Weekly progress meetings on Zoom
- Email updates for stakeholders

Aayush (Front-End Developer & Data Analyst)

Responsibilities:

- Develop user-friendly interfaces (HTML, CSS, JavaScript, React)
- Implement data visualization using Chart.js and D3.js
- Ensure UI/UX quality and responsiveness

Strengths:

- Highly detail-oriented
- Effective problem-solving
- Strong collaboration with back-end team

Areas for Development:

- Needs to improve time-boxing for tasks
- Struggles to balance perfection with efficiency

Communication Methods:

- GitHub issues for task tracking
- Design discussions via Figma
- Weekly check-ins on Slack

Saif (Back-End Developer & Database Administrator)

Responsibilities:

- Develop and maintain server-side applications (Node.js, Java, Python)
- Optimize database structures (MySQL)
- Manage API integration

Strengths:

- Strong problem-solving and debugging
- Reliable in managing large data sets
- Efficient in database optimization

Areas for Development:

- Needs better task initiation and planning
- Sometimes procrastinates on new tasks

Communication Methods:

- Code reviews via GitHub
- Pair programming sessions
- Updates via Slack

Sudarshan (Tester & Full-Stack Developer)

Responsibilities:

- Conduct software testing and bug identification
- Develop both front-end and back-end features
- Ensure system security and performance

Strengths:

- Quick in identifying vulnerabilities
- Strong debugging and problem-solving
- Works effectively under pressure

Areas for Development:

- Needs better task prioritization skills
- Gets overwhelmed managing multiple roles

Communication Methods:

- Use JIRA for bug tracking
- Weekly team sync-ups
- Shared documentation via Google Drive

Skill Matrix

Skill	Sahil (PM & Security)	Aayush (Front-End & Data)	Sudarshan (Tester & Full-Stack)	Saif (Back-End & DB Admin)
Project Management	✅	-	-	-
Cybersecurity	✅	-	✅	-
Front-End Development	-	✅	✅	-
Data Science	-	✅	-	-
Software Testing	-	-	✅	-
Full-Stack Dev	-	-	✅	-
Back-End Development	-	-	-	✅
Database Admin	-	-	-	✅
Web Development	-	-	✅	✅

Decision-Making Process

- Majority vote for minor decisions
- Project Manager has final say on major project changes
- Design-related decisions require consensus between Designer and Developers

Work Timeline and Deadlines

- Project Milestone 1: [Date]
- Project Milestone 2: [Date]
- Final Submission: [Date]

Quality Standards

- All code must be reviewed before merging
- Test coverage should be at least 80%
- Documentation must be comprehensive and up-to-date

Conflict Resolution

- Discuss minor issues in Slack
- If unresolved, escalate to Project Manager
- If necessary, involve a third party (e.g., instructor, mentor)

Accountability and Consequences

- Missed deadlines without prior notice may result in reassignment of tasks
- Lack of participation may lead to role reassessment
- Persistent issues will be escalated to the project supervisor

Code of Conduct

- Respect all team members and their ideas
- Be punctual and reliable
- Maintain a positive and professional attitude

Signatures and Agreement

By signing this contract, each team member agrees to adhere to the outlined terms and work collaboratively towards the project's success.

Team Member Signatures:

1. **Sahil (PM & Security):** _____ Date: _____
2. **Aayush (Front-End & Data):** _____ Date: _____
3. **Saif (Back-End & DB Admin):** _____ Date: _____
4. **Sudarshan (Tester & Full-Stack):** _____ Date: _____