**IT6037 Data Access and Management**

**Project:** **Team Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | Data Access Geeks | |
|  | Student Name | Student ID |
| Student 1: | Charles Canning | 20210848 |
| Student 2: | Ciar Smythe | 20210993 |
| Student 3: | Gray Hawes | 20220228 |
| Student 4: | Jethro Read | 20220213 |
| Student 5: | Pyper McCreanor-Rupe | 20210960 |
| Student 6: | Maki Kamiya | 20210944 |
| Agreement Date: | 01/09/2023 |  |

# Completing your team Contract

Your team contract template is divided into the following major sections:

* Defining team goals
* Establishing team procedures
* Identifying expectations
* Deciding on how to deal with team issues
* Timelines and milestones

Make your contract as specific as possible.

Please delete any instructions when filling in the form.

## Submission and Signing

Post your team contract to the group’s discussion board. Every team member needs to reply to the post, stating that:

* They have participated in forming the procedures, expectations, and consequences stated in the contract.
* They understand the contract and will abide by what has been outlined by the group.
* They accept the consequences if they do not abide by something stated in the contract.

Once each team member has approved your team contract, your group is ready to begin working on the project.

You may find at some point that the group is not working as effectively as you had hoped. Do not delay in implementing the protocols established in the contract. Seek guidance from the tutor if necessary.

# Team Goals

The goals of the team are:

* Foster effective communication and collaboration among team members by encouraging open and regular communication channels.
* Respect team members’ ideas, opinions and contributions, so as to encourage creative and innovative solutions to challenges.
* Encourage knowledge sharing among team members to create a learning environment.
* Endeavour to meet sprint commitments, helping the team stay on track.
* Look for ways to improve processes that will help the team work more productively and efficiently.

# Team Procedures

### Communication

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

|  |  |  |  |
| --- | --- | --- | --- |
| Team Name: | Data Access Geeks | | |
| Team Member Name | E-mail | GitHub Username | Mobile phone |
| Charles Canning | ccan211@mywhitecliffe.com | charlie-canning-whitecliffe |  |
| Ciar Smythe | ciar.smythe@gmail.com | CiarDaire |  |
| Gray Hawes | 20220228@mywhitecliffe.com | brilliant-light |  |
| Jethro Read | 20220213@mywhitecliffe.com | Jethro-r |  |
| Pyper McCreanor-Rupe | pmcc211@mywhitecliffe.com | pyppeer |  |
| Maki Kamiya | mkam211@mywhitecliffe.com | makikamiya |  |

1. Identify the 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 direct communication between team members, especially in the case of not responding to direct messages on Microsoft Teams.
* **Group discussion board (Microsoft Teams)**: To be used for stand-up meetings everyday to keep track of our progress within the project. The public posting of the updates allows everyone to see what everyone is up to, and encourages everyone to check on other team updates (if there are any) that have been posted on Microsoft Teams.
* **Mobile phone**: For urgent communication, especially if the team member is not online to be able to respond to either a Microsoft Teams message or an email.
* **Microsoft Teams**: For conducting online team meetings and for online meetings with the client. Also used for informal discussions between individual team members.

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

* **Sprint planning session (start of week) when they are scheduled for in Microsoft Teams**
* **Sprint review session (end of week) when they are scheduled for in Microsoft Teams**

1. Asynchronous communication:

* **Daily stand-up meeting:** All team members will give a brief update on their progress every day by submitting their stand-up notes to a discussion post on Microsoft Teams. The update will consist of what they did the day before, what they plan to do today and if they’re having any issues or require input from other team members.
* **Email:** Team members should check their emails at least twice daily. Whenever possible, team members should respond to emails (if requested/required) at the earliest practical opportunity.
* **Group discussion board (Microsoft Teams):** Team members should check the team’s discussion board at least twice daily. Whenever possible, team members should respond to posts (if requested/required) at the earliest practical opportunity.

1. Availability:

**Maki:** Busy on Wednesdays until around 1:30pm.

**Charles:** Have appointment at1:45pm on the 28th but should be free the Mondays after that.

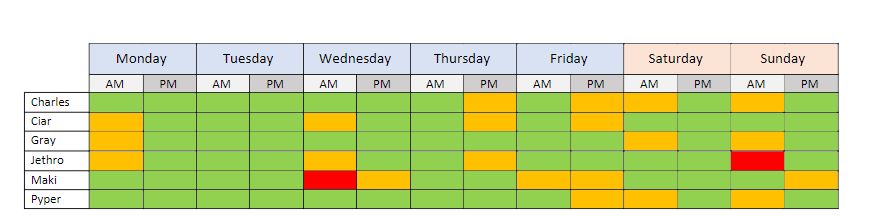
**Ciar:** Have appointment at 1pm on Friday 25th. Not available September 3rd. Generally, have weekly appointments that fall on either Thursdays or Fridays.

**Gray:** I’m away from the 31st of August until 3rd of September but I’ll probably bring my laptop with me, just can’t be sure about how much I’ll get done during that time.

**Jethro:** Unavailable most nights between 6:00 – 9:30pm (exception Sunday & Wednesday). Have work Thursday mid-arvo to evening.

**Pyper:** Unavailable on the 8th and 11th of September.

**Availability Chart:**



1. Failure to communicate with group:

***Actions:***

* Start by addressing the issue directly with the team member in an open and honest conversation to understand the reason(s) behind their lack of communication with the group.
* Review and clarify the communication expectations that have been agreed-upon by the team.
* Assess whether the team member requires additional support or resources to improve their communication.
* Encourage team members to collaborate on tasks and share knowledge as ways of promoting intra-team communications.
* Use sprint retrospectives to reflect on team performance and areas of improvement, including communication.

***Consequences:***

* If the lack of communication continues to hinder the project’s progress, then it may be necessary to reallocate tasks and responsibilities to other team members.
* Where a team member’s lack of communication significantly hampers the project’s progress or is responsible for adversely affecting the outcome of the project, this will result in a negative performance evaluation for the team member concerned.
* Decreased team cohesion
* Reputation damage

## Roles of Group Members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role (examples)** | | | **Team Member Name** | | | |
| First Iteration: **Documentation** (21/08/23 - 27/08/23) | Second Iteration: **Developing the Database** (28/08/23 - 03/09/23) | Third Iteration: **Developing Database Queries** (04/09/23 - 10/09/23) | Fourth Iteration: **Implementing Database using Web Application** (11/09/23 - 15/-09/23) |
| **Team Leader** | | | Maki | Maki | Maki | Maki |
| **Scrum Master (Frontend)** | | |  | Jethro | Pyper | Gray |
| **Scrum Master (Backend)** | | |  | Charles | Ciar | Maki |
| **Designer** | Gray & Jethro | Gray & Jethro |  | | |  |
| **GitHub Manager** | | | Maki | Maki |  |  |
| **Main Developer** | | | Charles, Pyper, Ciar | Charles, Pyper, Ciar |  |  |

## Decision Making

1. How will decisions be made?

* **Key decisions:** Will be made by consensus following a team discussion where all team members have had input in the decision-making process.
* **Day-to-day decisions:** Team members will use their own initiative and good judgement for making decisions that serve to progress the project. A team member may request input from any or all other team members if they deem it necessary/desirable for making a decision.

1. How will decisions be recorded?

* As part of the planning document that documents our progress?

1. How will conflicts and disagreements be resolved?

* The team will aim to resolve any conflicts or disagreements over decisions to be made by encouraging open and honest discussion, striving to reach consensus whenever possible.
* The team will endeavour to find a solution that satisfies the majority and ensures everyone’s concerns are addressed.
* Whenever possible, decisions should be backed with compelling reasons based on objective information and data.
* Mediation: In situations where conflicts escalate or become difficult to resolve, involvement of a neutral third party, mediator to help facilitate discussions and guide towards resolution
* Clear communication channels for regular meetings and platform for discussions to address conflicts in a timely manner.

## Record Keeping

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

* Sprint planning and sprint review meeting notes
* Screenshots or documentation of team discussions on the Microsoft Teams discussion board.

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

* By taking screenshots of the Kanban board that shows a list of tasks that are assigned to team members.
* Recording the information provided in team members’ stand-up meetings.
* The planning document will have information about sprint planning and sprint reviews.

**NOTE**: In this course, the project instructions provide guidance about the expected evidence, but you may want to explain it here, to make sure that everyone understands.

# 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:

* Respect each other’s ideas, opinions and contributions.
* Communicate in an open and honest manner, striving for consensus whenever possible.
* Be self-organising to meet their commitments.
* Strive to meet their sprint commitments.
* Endeavour to participate fully in meetings and discussions.
* Be punctual to scheduled meetings or notify the team if they will be late or are unable to attend.

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

* Review team behaviour expectations that have been agreed-upon by team members.
* Encourage open and honest communication among team members when discussing disagreements about behaviour.
* Address specific behaviours rather than generalisations.
* Where there is a disagreement between two members of the team, it may be more appropriate for the members to discuss the matter privately to understand and resolve the issues.
* Use sprint retrospectives as an opportunity to openly discuss disagreements, identify causes, and propose solutions or improvements.

## Team Participation

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

* Informal

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

* Clearly Define Roles and Responsibilities: Assign specific roles and responsibilities to each team member based on their skills and expertise. Ensure that everyone has a clear understanding of their tasks and expectations.
* Rotating Leadership: Rotate the leadership role or task assignments periodically to distribute responsibilities evenly among team members. This promotes a sense of shared ownership and prevents one person from dominating the decision-making process.
* Regular Check-ins and Progress Updates: Conduct regular check-ins to monitor task progress and identify any imbalances or bottlenecks. Address any issues promptly and redistribute tasks if necessary to ensure a fair distribution of workload.
* Open Communication: Foster an environment where team members feel comfortable expressing their concerns or workload issues. Encourage open communication to address any potential conflicts or disparities early on and find collaborative solutions.

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

* Active Decision Consensus: When making decisions, ask for every team member’s feedback on the topic of discussion, giving everyone a chance to give any input if they have any, or to simply agree with what has been said already.
* Share Decision Load: When a team member is working on something alone and need to make a significant decision with greatly differing outcomes, the team member could ask for other team members’ thoughts for what they should do/what path to take, instead of one person dominating that task or area. However, this could depend on context.

1. Strategies for keeping on task:

* Set Clear Goals and Deadlines: Clearly define project goals and establish realistic deadlines for each task or milestone. Ensure that team members are aware of the project timeline and the importance of meeting deadlines.
* Regular Progress Tracking: Implement regular progress tracking mechanisms, such as project management tools or status update meetings. This helps team members stay accountable for their tasks and provides visibility into the overall project progress.
* Task Prioritization and Time Management: Collaboratively prioritize tasks based on their importance and urgency. Encourage team members to effectively manage their time, break tasks into smaller manageable chunks, and set personal deadlines to stay on track.
* Effective Communication Channels: Establish efficient communication channels to facilitate quick and effective information exchange among team members. This helps in resolving queries, clarifying requirements, and minimizing delays caused by miscommunication.
* Support and Collaboration: Encourage team members to support each other and collaborate when facing challenges or obstacles. Foster a culture of teamwork where team members can seek help, share knowledge, and work together to overcome difficulties.

# Dealing with Issues

## Non-Cooperative Team Members

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

* Communication and Understanding: Open and honest conversation with the non-cooperative team member. Seek to understand their perspective and any underlying reasons for their behaviour. Clarify expectations and express the impact of their non-cooperation on the team and project.
* Mediation and Conflict Resolution: If the issue persists, involvement of a neutral third party, such as a project manager or team lead, to mediate the situation. The mediator can help facilitate communication, identify root causes, and guide the team member towards a resolution.
* Team Support and Collaboration: Encourage other team members to provide support and assistance to the non-cooperative team member. Foster a collaborative environment where team members can help each other overcome challenges and work towards common goals.

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

* Clear Expectations: Clearly communicate the procedures, guidelines, and expectations to all team members at the beginning of the project. Make sure everyone understands the importance of following these procedures and fulfilling their assigned tasks.
* Accountability: Hold team members accountable for their actions and performance. If a team member consistently fails to follow procedures or fulfill expectations, address the issue promptly and discuss the impact on the project and team dynamics.
* Corrective Actions: Depending on the severity of the non-compliance, implementation of appropriate corrective actions. These actions can range from verbal warnings to negative team evaluation or escalation to higher management.
* Learning Opportunities: Use instances of non-compliance as learning opportunities for the team.

# Timelines and Milestones

## Project Timeline

**Iterations:**

#### **Iteration 1: Developing System Design document (21/08/23 - 27/08/23)**

“Analyse the data and create a Solution Design document outlining the architecture and database model. Also create appropriate User Access and UX Design documents to implement the database using a web application. For each part of the Solution Design document, provide reasons as to why you selected a particular technology or design.”

From the first iteration of the project, start filling out required documents and producing designs.

* Team Contract
* Requirements Document
* Solution Design document (will be updated throughout project)
* Planning Document (will be updated with documentation throughout project)
* Database design (attributes, data types and relationships + appropriate queries)
* User Access Design (implementation of security and user roles and permissions)
* Sketch(es) for web application
* Wireframe(s) for web application

#### **Iteration 2: Developing the Database (28/08/23 - 03/09/23)**

“Create the database in the approved database management system. Follow the approved database model to create the appropriate database structure. Enter the test data provided.”

* GitHub repository
* Database creation
* Use test data

#### **Iteration 3: Developing Database Queries (04/09/23 - 10/09/23)**

“Create and test the appropriate queries as per client requirements.”

* Unit testing
* Functional testing
* Bugs
* Client’s approval of queries

#### **Iteration 4: Implementing Database using Web Application (11/09/23 - 15/09/23)**

“Create a single page interface (web or mobile) application to implement and test the client requirement for the database queries.”

* Create single paged web application
* Connect web application to database
* Get client's approval of web application

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.

* Continually monitor the progress throughout the project and make refinements to the planned timelines in order to keep the project on track.
* Encourage frequent communication between team members so that if timelines need to be revised everyone is aware of these and expectations can be adjusted.
* Ensure that all those affected by the revision have an opportunity to have their concerns addressed and be included in any decision-making process.
* It may be necessary to reassess to the project’s priorities and make alterations to the project’s scope.
* Review the project backlog to see if tasks can be revised to minimise any effect changes to the timeline may have on the project’s development.
* Reassess the goals for each sprint so that team members are working on the most important and feasible tasks.
* Use the sprint retrospectives as an opportunity for team members to identify the underlying causes for any revision to the project’s timelines and see if there are any solutions or improvements that can be made to minimise or eliminate them.

**Once the writing of the contract is complete, each group member should indicate acceptance of the contract.**

Follow the instructions on **Submission and Signing** at the start of the document to accept the contract.

