

[Document title] **IT6036 Application Security and Server-Side Development**

Team Project Contract



July 1, 2022

Team welligton

110 Lambton Quay

|  |  |  |
| --- | --- | --- |
| **Team Name:** | **Team Wellington** | |
|  | Student Name | Student ID |
| Student 1: | John Wright | 20210556 |
| Student 2: | Brayden Dawson | 20210463 |
| Student 3: | Dwain Aiolupotea | 20210528 |
| Student 4: | Juan Miguel Brocca Magallanes | 20200812 |
| Student 5: | Leone Krauze | 20200787 |
| Agreement Date: | 27/06/2022 |  |

# Completing your team Contract

The team contract is divided into five major sections as follows:

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

## Submission and Signing

Each team member must show 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.

# Team Goals

* Collaborative work
* Embrace creativity
* Innovative thinking

# Team Procedures

### Communication

1. This outlines how the group will communicate with each other.

|  |  |  |
| --- | --- | --- |
| Team Name: | Team Wellington | |
| Team Member Name | E-mail | Mobile phone |
| John Wright | jwri211@mywhitecliffe.com | N/A |
| Brayden Dawson | bdaw211@mywhitecliffe.com | N/A |
| Dwain Aiolupotea | daio211@mywhitecliffe.com | N/A |
| Leone Krauze | lkra201@mywhitecliffe.com | N/A |
| Juan Miguel Brocca Magallanes | jbro201@mywhitecliffe.com | N/A |

1. This identifies the preferred methods of communication and how they will be used.

* **Email**: Important issues but not urgent issues.
* **Group discussion board**: Teams Whiteboard for all team discussions.
* **Mobile phone**: N/A - Online communication is the best form of communication.
* **Other**: Microsoft Teams is our primary form of communication. This includes urgent issues.

1. Face-to-face meetings / work sessions are as follows:

* Workshop days are on Fridays, as this is when all team members are on site.
* Teams stand up meetings daily, sometimes via voice, sometimes via chat messages. This is depending on each team member.
* Daily progress reports from each team member to keep everyone up to date.

1. Asynchronous communication:

* How frequently are group members expected to check their email, discussion board posts, and other forms of asynchronous communication?
* The team has decided that it is best suited to have meetings every morning.
* How quickly are group members expected to respond to emails, discussion board posts, etc.?
* Within 24 hours.

1. Availability:

* Leone is unavailable on Thursdays.
* Juan is unavailable today (27/06/2022).

1. Failure to communicate with group:

* A verbal warning will be given to the team member at first strike. Second strike will result in the team member receiving a written warning.

## Roles of Group Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Role (examples)** | **Team Member Name** | | |
| First stage (specify dates) | Second stage (specify dates) | Third stage (specify dates) |
| Team Leader | John Wright | Juan Miguel Brocca Magallanes | Dwain Aiolupotea |
| Facilitator / Guardian of Contract | Brayden Dawson | Leone Krauze | Juan Miguel Brocca Magallanes |
| Spokesperson | Dwain Aiolupotea | Brayden Dawson | Leone Krauze |
| Recorder | Leone Krauze | Dwain Aiolupotea | John Wright |
| Time Keeper | Juan Miguel Brocca Magallanes | John Wright | Brayden Dawson |

## Decision Making

* Consensus, or majority vote will win when it comes to deciding on certain matters.
* Decisions will be recorded in the decisions register.
* Conflicts and disagreements will be solved by a team meeting.

## Record Keeping

All team meetings and discussions will be recorded in Teams. There will also be screenshots of the chats and the whiteboard that has been created. Each member is color coded on the whiteboard.

Team Expectations

## Behaviour Expectations

Team members will:

* Be open to discussion
* Respectful of each other
* Offer positive reinforcement

1. How will disagreements about a team member behaviour be handled?

* Mediation meeting with a tutor.

## Team Participation

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

* Shared.

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

* Delegation of tasks. Each team member will contribute to the project with multiple different tasks.

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

* Encourage group discussions and ideas when brainstorming.

1. Strategies for keeping on task:

* Make a schedule or timetable and stick to it.

# Dealing with Issues

## Non-Cooperative Team Members

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

* Mediation meeting with a tutor.

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

* This will affect the peer review score at the end of the project.

# Timelines and Milestones

## Project Timeline

Project Start Date: June 27th

Milestones:

* Requirements Documentation
* Analysis Documentation

Friday 1st July

* Mock Ups
* Coding
* Individual/peer review documentation

**Project Due date: July 7th (23:59)**

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