**Application Security and Server-side Dev**

**Course Code: IT6036**

**Project: Secure Web App**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | D & J Tech Solutions | |
|  | Student Name | Student ID |
| Student 1: | Joel Hilley | 92060012 |
| Student 2: | Dan Hayworth | 92060016 |
| Agreement Date: | July 3rd 2020 |  |

# Team Goals

The goals of the team are:

* **Complete all tasks by the due date**
* **Openly communicate and contribute in all aspects of the project**
* **Build product we are proud of**

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: | D & J Tech Solutions | |
| Team Member Name | e-mail | Mobile phone |
| Joel Hilley | [Jhil191@mywhitecliffe.com](mailto:Jhil191@mywhitecliffe.com) |  |
| Dan Hayworth | Dhay191@mywhitecliffe.com |  |

1. 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: Outlook for questions or sending files if necessary**
* **Group discussion board: Microsoft teams for ongoing communication or video calls**
* **Other: Github for version control, Kanban board**

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

* **June 30th, in person meeting to discuss project idea and plan for the next two weeks**
* **July 7th, Microsoft teams meeting to discuss github and version control. Catch up on tasks completed and plan for next week of project work.**
* **July 9th, Check in. Reflection. Discuss remaining steps.**
* **Daily meetings until project completion from this point forward.**

1. Asynchronous communication:

* How frequently are group members expected to check their email, discussion board posts, and other forms of asynchronous communication?

**- Daily, fetch and push project folder before and after working on a file. Commit updates regularly after completing a section.**

* How quickly are group members expected to respond to emails, discussion board posts, etc.?
* **Team members expected to reply same day or next morning if message is sent at night..**

1. Failure to communicate with group:

* What action will you take if a group member is not communicating within the time frame outlined above? What are the consequences?
* **Continually try to reach out to that teammate. Otherwise work will be done by remaining team. Situation will be addressed in teammate evaluation form.**

### Roles of Group Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Role (examples)** | **Team Member Name** | | |
| First stage (30/6/20-6/7/20) | Second stage 7/7/20 – 10/7/20) | Third stage (10/7 – 11/7) |
| **Lead Developer** | Dan Hayworth | Dan Hayworth | Dan Hayworth |
| **Solution/Visual Design** | Joel Hilley | Joel Hilley | Joel Hilley |
| **Solution/Database Design** | Dan Hayworth | Dan Hayworth | Dan Hayworth |
| **Recorder (minutes, progress)** | Joel Hilley | Joel Hilley | Joel Hilley |
| **Project planning and requirements** | Joel/Dan | Joel/Dan | Joel/Dan |

## Decision Making

1. How will decisions be made?

* **By group consensus.**

1. How will decisions be recorded??

* **Decisions will be recorded as part of our assignment documentation. When we make a decision for a particular area of the project such as functionality of the project and its appearance. Those decisions will instantly go into the documentation for those sections of the project.**

1. How will conflicts and disagreements be resolved?

* **Group discussions that lead to compromise. If compromise cannot be met, discussion will continue until a solution is found. If the topic is not urgent it will be saved for the next meeting.**

## Record Keeping

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

* **Evidence of team decisions will be in chat history on Microsoft teams. Decisions not written in chat will be implanted into the project as they are being made whether that be a development or design decision.**

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

* **Snapshots of commits to the project via Github Desktop.**
* **Journal Entries and evidence based around each journal entry**
  1. **Summary of personal contributions**
  2. **One design commentary**
  3. **One implementation commentary**
  4. **One code review reflection**
  5. **One testing commentary**

# Team Expectations

## Behaviour Expectations

1. List the behaviour expectations (e.g. regarding punctuality, preparation for meeting, timeliness of contributions, input to discussions, etc.)

Team members will:

* **Be available for communication in a timely manner**
* **Expected to make equal contributions and effort towards team planning and development.**

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

* **Discuss within group and come to an agreement. If that agreement is not met moving forward. Action will be brought up to lead tutor.**

## Team Participation

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

* **Shared. Since there are only 2 team members, both members must be equally responsible for the welfare of the team and maintain focus of team goals**

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

* **Communication, during meetings we will delegate tasks. Separate tasks based on strengths. Update each other on what we need help with regarding a task we are responsible for.**

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

* **Allow both team members to speak during meetings, suggestions and questions are welcomed in our team.**

1. Strategies for keeping on task:

* **Kanban board on Github will allow us to see what is needed to be done. Accountability for each other is important as we only have two team members. We must encourage and help the other when they are struggling. Checking in on each other every other day helps to keep the flow going and not getting stuck on a certain area for too long.**

# Dealing with Issues

## Non-Cooperative Team Members

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

* **Communicate with them, explaining how this is a big team project and both parties need to be fully invested in working towards its completion.**

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

* **A negative review in team evaluation.**

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

**First Stage June 30 – July 6**

* Application Requirements
* Solution Design
* Database ERD
* Iteration 1

**Second Stage July 7 – July 10**

* Iteration 2
* Adjust documentation as needed

**Third Stage – July 10 – July 11**

* Final Touches
* Personal documentation
* Submit Project

**At each meeting we will discuss our progress with each of our responsibilities for each stage. If a task has taken a team member longer than expected to complete, we will adjust our timeline or complete it as a group during the meeting to catch up.**