**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 |
| Student 3: |  |  |
| Student 4: |  |  |
| Student 5: |  |  |
| Agreement Date: | July 3rd 2020 |  |

Post your group contract to the group’s discussion board.

**Every group member needs to reply to the post to indicate acceptance.**

# Completing your Group 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.

Instructions on the group contract are (in brackets). Please delete them when filling in the form.

### Submission and Signing

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

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

Once your group contract has been approved by each team member, 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 instructor if necessary.

# 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 longer discussions
* Other: Github for version control

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

* July 2nd, 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.

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.

* 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. Unavailability:

* If any group members know they will be unavailable for a specific date, please list it in this section.

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

Will group members be assigned specific roles? For example who will be the team leader, the time keeper, the facilitator and guardian of team rules (of this contract), the spokesperson, the recorder, etc. Note that it is advisable for you to take turns in each role. This could be split by days or by stages of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role (examples)** | **Team Member Name** | | |
| First stage (2/7/20-6/7/20) | Second stage 6/7/20 – 10/7/20) | Third stage (10/7 – 12/7 ) |
| Team Leader | Dan Hayworth |  |  |
| Facilitator / Guardian of Contract | Joel Hilley |  |  |
| Spokesperson | Dan Hayworth |  |  |
| Recorder | Joel Hilley |  |  |
| Time Keeper |  |  |  |

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

**(Note**: in this course, the project instructions provide guidance about the expected evidence, but you may want to explain its here, to make sure that everyone understand.)

# 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

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

* Discuss

## 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.

(Break the project into stages; for example, you might have the following: requirements, solution design, iteration 0, iteration 1, iteration 2, finalising code and documentation, submission of assignment.

Include a due date and time as milestone for each stage, and who is the lead developer for that stage – make sure to take turns.)

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.

**Once the writing of the contract is completed, 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.