**Application Security and Server-side Dev**

**Course Code: IT6036**

**Project: Secure Web App**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
|  | Student Name | Student ID |
| Student 1: |  |  |
| Student 2: | Dipan Maniar | 91030115 |
| Student 3: |  |  |
| Student 4: |  |  |
| Student 5: |  |  |
| Agreement Date: |  |  |

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:

* Create a Web App, using full SDLC.
* Every team member has to contribute to the web app.
* Unit Test some of the web app.
* Provide their comment on the other student’s input and what can be done better in a constructive way.

# Team Procedures

### Communication

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

|  |  |  |
| --- | --- | --- |
| Team Name: |  | |
| Team Member Name | e-mail | Mobile phone |
| Dawei Yao | [91031105@mail.computerpower.ac.nz](mailto:91031105@mail.computerpower.ac.nz) |  |
| Dipan Maniar | [91030115@mail.computerpower.ac.nz](mailto:91030115@mail.computerpower.ac.nz) | 0225244444 |
| Suprina Joshi |  |  |
|  |  |  |
|  |  |  |

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: To be used for updating all the other members about issues, progress and ideas.
* Group discussion board: keeping a record for the tasks in hand and the tasks being done.
* Mobile phone to be used on in case if a team member does not show up and does not perform his/her task according to the timeline.

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

* There will be a meeting held every Monday and every 3rd day from then, if it turns out to be a holiday/weekend/Sunday, the team members would discuss their progress via emails and calls.

1. Asynchronous communication:

* Team members are expected to check their email, discussion board posts every day before 5pm.
* Group members are expected to respond to emails, discussion board posts whenever they can.

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?
* Group vote and if the majority agrees then disqualification from the project with no credits given and their work would not be used in the final submission.

### 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 (specify dates) | Second stage (specify dates) | Third stage (specify dates) |
| Team Leader | Dawei Yao | Dawei Yao | Dawei Yao |
| Facilitator / Guardian of Contract | Dipan Maniar | Dipan Maniar | Dipan Maniar |
| Spokesperson | Suprina Joshi | Dipan Maniar | Dawei Yao |
| Recorder | Dipan Maniar | Suprina Joshi | Dawei Yao |
| Time Keeper | Dawei Yao | Dipan Maniar | Suprina Joshi |

## Decision Making

1. How will decisions be made?

* By consensus, majority vote, or by the team leader?
* Every decision will be made by the majority votes.
* Every time anyone disagrees with the majority he/she has to put forth his point of view and if the majority decides that is correct then the changes can be put into effect

1. How will decisions be recorded??

* Every decision is recorded by the Recorder in the respective stage.

1. How will conflicts and disagreements be resolved?

* Every conflict/disagreement has to be explained and worked upon and as this is a team effort, irrespective of the issues the target stays at the top of the priority list.

## Record Keeping

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

* By keeping a written record and adding it to the personal journals of every team member.

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

* By adding their name in the comment section of the particular part of the code.

# 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:

* Have to be punctual to the meetings and if they cannot attend it they are supposed to contact the team beforehand stating the reasons and making amends and getting their job done, in case this is not done then it will cause that particular team member’s disqualification from the project.
* At all times every team member is supposed to be respectful for the team and their respective efforts.
* Every team member has to report their progress to the Team Leader, Mr. Dawei Yao at every stage and contact him in case of any issues.

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

* On disagreements about any team members behaviour there can be a vote held but the supreme decision making powers stay in the hands of the Team Leader.

## Team Participation

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

* Individual-informal

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

* Discussing beforehand about the team member’s strengths and using them in the project with utmost care and time management making sure the best results are delivered at every stage.

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

* At such times, every team member is supposed to put forth their ideas and explain the logic, motivation behind it and how it can affect the outcome.

1. Strategies for keeping on task:

* Smart distribution of tasks, where the particular team member can deliver his part with ease.

# Dealing with Issues

## Non-Cooperative Team Members

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

* Disqualification from the project with no credits given and their work would not be used in the final submission.

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

* Disqualification from the project with no credits given and their work would not be used in the final submission.

# 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.