**Team Contract**

Team Name: Nebular

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| * Create a website on AWS Educate & share details with partner team (including when it is available/can be accessed, URL & IP address) * Outline plan for website assessment and agree with team * Create a 2 page proposal document (design document of assessment outline) * Using Cyber Security tools, investigate and assess other team website according to outlined plan * Create an executive summary of assessment (measurement against chosen standards: GDPR & ISO270001) * Peer reviews * Develop skills:   + Technical skills     - Setting up initial website & penetration testing of other websites     - Basic network knowledge     - Understanding of industry standards and how to utilise them     - Improved risk assessment knowledge and skills     - Cloud computing     - Improved knowledge of github (eportfolio).   + Soft skills     - Role management     - Time management     - Problem solving     - Team work     - Critical analysis     - Academic writing     - Knowledge transfer |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * We try to be flexible to work will all individual schedules * Regular meetings (1 a week) - decide each week when meeting will be held * We provide reasoning if we cannot attend any scheduled meetings * Agree to review minutes of any missed meetings & report any issues we may have * Everyone provides equal level of participation * Standard communication tool is WhatsApp group * Play to everyone’s strengths & review periodically * Everyone takes ownership seriously and respects accountability |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Everyone able to review the work before submission to ensure we are all happy and the work is sufficient * Report any issues with agreed times as early as possible to the group * Use agile planning approach to work and use this to drive actions * Take an iterative approach, following agile project management principles / methodology * Create a Kanban board to capture actions and track progress * If disagreement with approach, voting between team required with chair getting deciding vote if necessary |
| ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles? |
| * Project Lead * Technical Lead * Editing Lead * Testing Lead   Rotate as we go through each week and review at different stages of the project e.g. some weeks will be more technically focused vs documentation.  Rotate roles for meetings:   * Meeting Chair * Note Taker |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * Call out as early as possible any issues and we deal with them as a group * Have an open forum if we have any concerns, be direct with empathy * Try to mediate internally / facilitates any potential problems as a group, escalate if necessary to module lead |

By signing this contract, we confirm that:

* we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
* we agree to abide by the contents of this contract

Freya Basey, 9 May 2021

Team member name and date

Craig Watts 10 May 2021

Team member name and date

Charlotte Wilson 10 May 2021

Team member name and date

Dinko Isic 10 May 2021

Team member name and date

Jan Küfner 24 May 2021

Team member name and date