**IT6037 Data Access and Management**

**Project:** **Team Contract**

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| --- | --- | --- |
| Team Name: | Team Joel | |
|  | Student Name | Student ID |
| Student 1: | Joel Hilley | 92060012 |
| Student 2: |  |  |
| Student 3: |  |  |
| Student 4: |  |  |
| Student 5: |  |  |
| Agreement Date: | 3/12/2020 |  |

# Team Goals

The goals of the team are:

… Complete the project, meeting all requirements at a high level

… Maintain communication throughout the project

… Be open to asking and answering questions, helping teammates and getting help when needed.

# Team Procedures

### Communication

|  |  |  |
| --- | --- | --- |
| Team Name: | Team Joel | |
| Team Member Name | E-mail | Mobile phone |
| Joel Hilley | jhil191@mywhitecliffe.com | 027 282 7241 |
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**Email**: Alternative to Microsoft Teams if Teams isn't readily available

**Group discussion board**: Microsoft Teams; any questions, discussions, updates, team meetings.

**Mobile phone**: Emergencies

**Other**: On campus meetings for organizational purposes and more effective help/teamwork.

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

Short daily team stand up meetings on microsoft teams to update others on progress and discuss aspects of the project.

1. Asynchronous communication:

Group members are expected to have teams open when working on the project. Email and teams should be checked at least twice a day during your time working on the project.

Team members will reply at the time of seeing the post. If they cannot give a detailed response at the moment they will let teammates know they have seen the message and will reply at a reasonable time.

1. Availability:

No current unavailabilities.

1. Failure to communicate with group:

Ineffective team communication or no communication will be addressed by the team, The party who is uncommunicative will be messaged by the rest of the team and a solution will be found. If there is no communication after the team reaches out, the party will be checked on by the team. If no communication is happening, the party’s responsibilities will be divided up between the rest of the team and the project will go on without their input.

## Roles of Group Members

Will group members be assigned specific roles? For example, who will be the team leader, the timekeeper, 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 | Joel 1/12/20 - 3/12/20 | Joel 4/12/20 - 8/12/20 | Joel 9/12/20 - 11/12/20 |
| Facilitator / Guardian of Contract | Joel 1/12/20 - 3/12/20 | Joel 4/12/20 - 8/12/20 | Joel 9/12/20 - 11/12/20 |
| Spokesperson | Joel 1/12/20 - 3/12/20 | Joel 4/12/20 - 8/12/20 | Joel 9/12/20 - 11/12/20 |
| Recorder | Joel 1/12/20 - 3/12/20 | Joel 4/12/20 - 8/12/20 | Joel 9/12/20 - 11/12/20 |
| Time Keeper | Joel 1/12/20 - 3/12/20 | Joel 4/12/20 - 8/12/20 | Joel 9/12/20 - 11/12/20 |

## Decision Making

1. How will decisions be made?

Decisions will be made by consensus. The team member in charge of a specific section will have general authority over how that section will be completed as long as it is suitable for the rest of the project.

1. How will decisions be recorded?

Decisions will be recorded in the system design document.

1. How will conflicts and disagreements be resolved?

A team discussion will be scheduled if there is a conflict or disagreement that is not being resolved in a timely manner between two or more team members.

## Record Keeping

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

Group meeting minutes will be saved by the designated “recorder” of that stage.

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

Team members will use the kanban board to illustrate what tasks they have completed. Team members will only move tasks that they have personally completed along the kanban board.

# Team Expectations

## Behaviour Expectations

Team members will:

… Teammates will be punctual to meetings and due dates, communication is needed if theses conditions cannot be met.

… Reach out to teammates for help or notify them of a delay in your progress or if they are unable to make a meeting, as soon as the issue is known.

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

A team meeting will be held to discuss the issue and discuss a members behaviour and remind them of the team goals and expected level of behaviour/communication that was agreed upon in this contract.

## Team Participation

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

Informal but structured and serious. Each member will maintain a level of responsibility and leadership for the team.

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

Task distribution will be decided during the first meeting to discuss the project. If a teammate has concerns about the amount of work they have after diving further into their responsibilities they can request a meeting with the team and make those concerns known. Team will reconsider the distribution of tasks.

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

During each daily meeting, Each team member will go over their experience and progress since the last meeting. Speaking will be necessary at each group meeting.

1. Strategies for keeping on task:

The record keeper for the group stand up meetings will note what team members expect to be working on each day. That will be addressed on the next daily stand up meeting. So before each meeting members will write down tasks that they will accomplish that day, so the following day updates about those tasks will be asked for when it's their time to speak at the stand up.

# Dealing with Issues

## Non-Cooperative Team Members

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

Team will go to higher-ups and notify them that they will be continuing the project without the non-cooperative team member.

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

Team members who fall short of their expectations will be asked what is preventing them from meeting expectations and will receive help from teammates. In person work schedules will be scheduled.

# Timelines and Milestones

## Project Timeline

1. Create a timeline for the project.

Stage 1

2/12/2020 - Create System Design Document

3/12/2020 - Develop Database, users, authorization and queries

3/12/2020 -Testing and Testing Document

Stage 2

7/12/2020 - Web Application Development

Stage 3

10/12/2020 - Database integration into Web Application

11/12/2020 - Testing and update Testing Document

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.

Plenty of time has been given for the development of the webpage. This will allow for more time for the database to be tested and revised if necessary. As well as time for the integration of the database to occur earlier if the web-page is completed early. There is wiggle room between each stage to allow for delays.