

CS 12L SOFTWARE ENGINEERING 1
TEAM CONTRACT

Date: September 28, 2023

Name of Project: Boarding House Management System

OBJECTIVES:

1. To establish a robust data management system that efficiently stores and organizes tenant information, room occupancy, and property maintenance records.
2. To automate key processes such as tenant move-ins, move-outs, and property maintenance tasks, reducing manual effort and streamlining operations.
3. To implement a comprehensive billing and payments module that ensures accurate and timely billing, tracks payment status, and enables seamless financial transactions for both owners and tenants.

MEMBERS' RESPONSIBILITIES: (Project Leader/Researcher, Layout/Graphics Designer, Systems Analyst, Coder/Programmer)

Axel Sebastian Narciso (Project Manager): Oversees project goals, and schedules while ensuring effective communication and risk management.

Arjay Mañacap (UI/Front End Developer): Designs and builds user-friendly interfaces, focusing on aesthetics and usability.


Jepunneh Daniel Santiago (UI/Front End Developer): Assists in UI development, collaborates on design implementation, and maintains front-end code quality.

Kenneth Joshua Becaro (Full Stack Developer): Develops the application's core functionality, optimizes performance, and ensures data security.

NORMS (Standards/rules)

1. **Communication:** Team members commit to regular and transparent communication, including progress updates, issues, and feedback, through designated channels such as team meetings or project management tools.
2. **Deadlines:** All members are responsible for meeting agreed-upon deadlines. If unforeseen delays arise, members will promptly communicate with the team to adjust schedules and ensure project timelines are maintained.
3. **Quality Assurance:** Team members will maintain a high standard of quality in their respective roles, adhering to best practices and continuously seeking improvement in their work.
4. **Collaboration:** Collaboration is encouraged among all team members. Any conflicts or differences of opinion will be addressed constructively and resolved to promote a positive working environment.
5. **Documentation:** All project-related information, including design documents, code comments, and meeting notes, will be well-documented and made accessible to the team to facilitate knowledge sharing and project continuity.

Members' Signature:


Axel Sebastian Narciso
(Signature over Printed Name)


Arjay Mañacap
(Signature over Printed Name)


Jepunneh Daniel Santiago
(Signature over Printed Name)


Kenneth Joshua Becaro
(Signature over Printed Name)

How to Increase Team Members' Engagement

1. Contract
2. Frequent Short Meetings (Weekly)
3. Stand and Deliver (Each member should stand up and present its accomplishment) - weekly
34% increase in productivity who present his/her accomplishment
4. Create a line of site (contact the beneficiary) – to get funding and finish on schedule/time