GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?

For this project, our goal is to improve our knowledge of security concepts and their practical applications. We want to accomplish the completion of a high-quality project and the development of security skills. We want to develop skills in finding security vulnerabilities, gathering security information, and professionally presenting the information.

EXPECTATIONS: What do we expect of one another in regard to attendance at

meetings, participation, frequency of communication, the quality of work, etc.?

We expect to meet weekly and regularly communicate through Microsoft team chat. All members should actively participate and produce the highest quality of work possible.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and

expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

To meet our goals we can expect team members to prepare for and complete their weekly tasks. Completed work should be evaluated as a group for quality every week.

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?

CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

Non-performance and general disagreements should be resolved together as a group. Goals and group policies can be evaluated and changed if necessary to improve performance. Disagreements can be talked about as a group, to meet a solution everyone is satisfied with.