

# TEAM CONTRACT

## Introduction to Software Engineering

Course Name: Introduction to Software Engineering

Project Name: Beatify

Team: 22CLC04-Group02

Date: October 15, 2024

### 1. Team Members and Roles:

1. Project Manager (PM):

Name: Lê Gia Huy - 22127152

- Responsibilities: Overseeing the project timeline, scheduling meetings, communicating with stakeholders, ensuring deliverables are submitted on time.

2. Developer:

Name: Phạm Hà Hiếu - 22127114

- Responsibilities: Leading the coding effort, ensuring adherence to code standards, performing code reviews, assisting with feature development.

3. UI/UX Designer:

Name: Nguyễn Duy Bảo - 22127031

- Responsibilities: Designing the user interface, ensuring usability, working closely with developers to integrate design into the project.

4. Business Analyst (BA):

Name: Trần Trung Hiếu - 22127115

- Responsibilities: Gathering business requirements from stakeholders, analyzing processes, ensuring the development team understands the requirements, creating detailed requirement documents, and managing changes in project scope.

5. Quality Assurance (QA) & Tester:

Name: Võ Ngọc Khoa - 22127203

- Responsibilities: Writing and executing test plans, identifying bugs, ensuring the software meets quality standards before releases.

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### 2. Communication Plan:

- Tools:
  - Messenger (daily communication)
  - Discord (weekly meetings)

- Meeting Frequency:
    - Weekly progress meeting: Every Monday at 9:00 PM via Discord.
    - Daily check-in on Messenger at 11:00 AM for brief updates.
  - Response Times:
    - Messenger/Discord messages: Response within 24 hours.
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### **3. Work Schedule and Deadlines:**

- Milestones:
    - The project will follow the milestones outlined in the course project assignment, from PA0 to PA6, as instructed by the course instructor.
  - Availability:
    - Lê Gia Huy: Available weekdays from 9:00 PM to 12:00 PM.
    - Phạm Hà Hiếu: Available afternoons and weekends.
    - Trần Trung Hiếu: Available weekdays 9:00 AM to 2:00 PM.
    - Võ Ngọc Khoa: Available evenings from 6:00 PM onward.
    - Nguyễn Duy Bảo: Available weekdays from 10:00 AM to 4:00 PM.
  - Contingency Plans:
    - If a team member cannot meet a deadline, they must inform the Project Manager at least 48 hours in advance to make arrangements.
    - If a task is not completed on time, the remaining team members will redistribute the work to ensure project deadlines are met.
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### **4. Code and Documentation Standards:**

- Coding Conventions:
    - Use Git/GitHub for version control.
    - Each feature branch should be code-reviewed by at least one other team member before merging into the main branch.
  - Testing Procedures:
    - All code must be tested before being integrated into the project.
    - Use automated tests where possible. QA & Tester is responsible for running full project tests weekly.
  - Documentation:
    - Each feature should have a corresponding entry in the project documentation.
    - Maintain up-to-date user guides and technical specifications.
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### **5. Accountability and Performance:**

- Contribution Measurement:

- The quality and completion of assigned tasks will be evaluated weekly during team meetings.
  - Performance will be assessed based on meeting deadlines, code quality, and participation in team discussions.
  - **Handling Underperformance:**
    - If a team member is not fulfilling their responsibilities, the Project Manager will first address the issue privately.
    - Continued lack of participation will be escalated to the entire team. If necessary, the course instructor will be notified.
  - **Consequences:**
    - Persistent failure to adhere to the contract may result in reduced participation grades or reassignment of responsibilities.
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## **6. Decision-Making Process:**

- **Decision Method:**
    - Major decisions will be discussed during weekly meetings. Decisions will be made by consensus if possible, and if not, a majority vote will decide.
    - The Project Manager will break ties and have the final say when necessary.
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## **7. Conflict Resolution:**

- **Dispute Framework:**
    - Team members should resolve conflicts by discussing the issue directly.
    - If issues remain unresolved, a team meeting will be called to address the matter.
    - As a last resort, the course instructor may mediate.
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## **8. Review and Update Process:**

- **Review Schedule:**
    - The contract will be reviewed at the midpoint of the project (middle of November, 2024).
    - Any changes or updates to the contract must be agreed upon by all team members.
  - **Flexibility:**
    - The contract will remain flexible to accommodate unforeseen challenges or changes in project scope.
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Team Signatures:

Name	Signature
Lê Gia Huy	
Phạm Hà Hiếu	<i>Hiếu</i>
Trần Trung Hiếu	<i>Hiếu</i>
Võ Ngọc Khoa	<i>Khoa</i>
Nguyễn Duy Bảo	<i>Bảo</i>

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This team contract ensures that all members understand their responsibilities, adhere to deadlines, and maintain effective communication throughout the project.