**Data Access and Management**

**Course Code: IT6037**

**Project: Establish and Manage Data Access**

**Group Contract**

|  |  |  |
| --- | --- | --- |
| Team Name: | Cool Kids Club Inc | |
|  | Student Name | Student ID |
| Student 1: | Victoria Livingstone | 92018976 |
| Student 2: | Callum Bartle | 92019337 |
| Student 3: | Cory Brunt | 92019179 |
| Agreement Date: |  |  |

Post your group contract to the group’s discussion board.

**Every group member needs to reply to the post to indicate acceptance.**

Victoria Livingstone - Consented to contract 11/02/19  
Callum Bartle - Consented to contract 11/02/19

Cory Brunt - Consented to contract 11/02/19

**Team Goals**

* To produce a quality project within the expected timeframe
* To work together and have all members contribute to the final project
* To understand all the concepts and ideas within the project
* To enjoy the process of learning and using Data Access techniques

**Team Procedures**

### **Communication**

Outline how the group will communicate with each other.

|  |  |  |
| --- | --- | --- |
| **Team Name:** | Cool Kids Club Inc | |
| **Team Member Name** | **e-mail** | **Mobile phone** |
| Victoria Livingstone | 92018976@mail.computerpower.ac.nz | 0212076355 |
| Callum Bartle | 92019337@mail.computerpower.ac.nz | 0220944517 |
| Cory Brunt | 92019179@mail.computerpower.ac.nz | 0226971144 |
|  |  |  |
|  |  |  |

Preferred methods of communication and how they will be used:

* Email: Mass updates, scheduling meeting and changed information that the whole team needs to know
* Group discussion board: https://trello.com/coolkidsclubinc/home
* Mobile phone: Individual between group members, eg. Asking specific questions or clarification.

Face-to-face meetings / work sessions:

* Meetings and work sessions are to be held every Monday and Thursday during the morning hours. Additional days will be organised according to the needs of the group.

Asynchronous communication:

* Group members are expected to monitor their emails during the day. The discussion board is to be checked at least once every day. Unless that day is a non-class day.
* Emails should be responded to within half a day, especially on work days. Replies to discussion board queries are to be dealt with within 24 hours.

Unavailability:

* Unavailability must be notified to the group with as soon as possible. This can be done through any type of communication as long as it reaches all group members.

Failure to communicate with group:

* If members fail to communicate with the group, they will first be contacted by the group to provide an explanation. If either the explanation is insufficient or they could not be contacted, then a note of their non-responsiveness will be noted within the team notes, and further mentioned to the managing tutor.

### **Roles of Group Members**

|  |  |
| --- | --- |
| **Role** | **Team Member Names** |
| Team Leader | Victoria |
| Facilitator / Guardian of Contract | Callum |
| Spokesperson | Cory |
| Recorder/Documentation | Victoria |
| Time Keeper | Callum |

## 

## **Decision Making**

How will decisions be made?

* Decisions will be made via a group consensus, with a tie breaker being decided by the Team Leader. Discussion will be made to achieve as close a group consensus as possible.

How will decisions be recorded?

* Decisions that warrant group discussion will be recorded by the team recorder/document manager (Victoria)

How will conflicts and disagreements be resolved?

* Conflicts and disagreements will be resolved through group discussion. If these are unable to be resolved within the group, then an outside mediator will be brought in. (Tutor intervention)

## **Record Keeping**

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

* Team discussions and decisions will be recorded on the Trello Board

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

* Participation will be noted within the group minutes and notes, as well with screenshots of the Trello Board changes.
* https://trello.com/coolkidsclubinc/home

# **Team Expectations**

## **Behaviour Expectations**

Team members will:

* Arrive on time for meetings and group sessions. Unless the group has been notified prior.
* All members will attempt to contribute to discussion.
* All members will complete assigned work on time, unless an acceptable excuse is given.

How will you handle disagreements about team member behaviour?

* Conflicts and disagreements will be resolved through group discussion. If these are unable to be resolved within the group, then an outside mediator will be brought in. (Tutor intervention)

## **Team Participation**

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

* Leadership is expected to be informal, with group discussions making a large part of the collaboration process. When there are split opinions on how to complete a task however, the team leader will be the deciding vote.

Strategies to ensure cooperation and equal distribution of tasks:

* On the Trello Board, tasks will be assigned to individuals.

Strategies for encouraging/ including ideas from all team members:

* During the initial meeting for each work session, members will recount how they are progressing with assigned tasks. If a member is not completing work on time or to standard, the group will provide assistance.

Strategies for keeping on task:

* Constant communication will ensure that motivation to complete tasks is maintained.

**Dealing with Issues**

## **Non-Cooperative Team Members**

How will you deal with non-cooperative team members?

* For team members that refuse to cooperate with the team, first contact will be attempted through email, and texts. If that still fails to elicit a response then tutor intervention will be required.

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

* Notes of failed expectations will be made in each members personal reflections. This will impact the individual marks for the member who was non-cooperative.

# **Timelines and Milestones**

## **Project Timeline**

Create a timeline for the project.

* Requirements, Team Contract, Solution Design - Week 3
* Iteration 1 (Developing System design document) - Week 3
* Iteration 2 (Developing a Database) - Week 3
* Iteration 3 (Developing database Queries) - Week 4
* Iteration 4 (User Access) - Week 4
* Final check and clean up of documentation - Week 4
* Final Submission - Week 5

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.

* Revisions to the timeline will be handled through team discussion, with a redistribution of workload. Roles may also change to better form a working unit.