

# Team Contract

**Project Title:** Online Booking and Management System

**Course:** Introduction to Software Engineering

**Team Name:** Newbie

**Date Created:** October 9, 2025

**Last Updated:** October 11, 2025

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## 1. Team Information

No.	Full Name	Student ID	Role
1	Nguyễn Quốc Lộc	23120292	Team Leader
2	Phạm Trần Thanh Phong	22120266	Designer
3	Huỳnh Đăng Khoa	23120285	Developer
4	Nguyễn Văn Phước	23120074	Tester
5	Hà Công Thuận	23120094	Business Analyst

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## 2. Team Roles and Responsibilities

### Nguyễn Quốc Lộc – Team Leader

Responsible for planning and managing the overall project workflow. Coordinates communication among members, tracks progress, and ensures deadlines and deliverables are met.

**Phạm Trần Thanh Phong – Designer**

Designs the user interface and visual elements of the project. Ensures usability, consistency, and alignment with project requirements and branding.

**Huỳnh Đăng Khoa – Developer**

Implements core features and functionality of the system. Maintains code quality, integrates modules, and collaborates with the designer and tester to ensure a functional final product.

**Nguyễn Văn Phước – Tester**

Develops and executes test cases to verify software performance and reliability. Reports bugs, tracks issues, and ensures product quality before release.

**Hà Công Thuận – Business Analyst**

Gathers and analyzes requirements from stakeholders. Prepares documentation, defines system specifications, and ensures that the final solution meets user and business needs.

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### 3. Communication Plan

#### 3.1 Communication Tools

- **Primary Channel:** Zalo – for daily discussions and quick updates.
- **Backup Channels:**
  - Email – for formal announcements and document sharing.
  - Google Meet – for online meetings and presentations.
  - Google Drive – for storing shared files and documents.

#### 3.2 Meeting Schedule

- Sprint Planning: Every 2 weeks on Sunday, 8:00 PM
- Weekly Scrum Meetings: Every Tuesday and Friday, 8:00 PM
- Sprint Review (Retrospective): Every 2 weeks on Saturday, 8:00 PM
- Ad-hoc Meetings: When urgent issues arise

*All meetings are conducted via Google Meet, and summaries are stored in Google Drive.*

#### 3.3 Decision-Making Protocol

- Decisions are made through group discussions followed by majority vote.

- In case of a tie, the Team Leader will make the final decision.
- Minor technical decisions may be made by the responsible member but must be reported in the next meeting.

### 3.4 Conflict Resolution

1. Members discuss the issue privately and respectfully.
2. If unresolved, bring it to a team meeting.
3. If still unresolved, escalate to the TA or course instructor.

### 3.5 Response Time Expectations

- Members must respond within 24 hours on working days.
- Deadlines must be met; if not possible, inform the Team Leader 24 hours in advance.

## 4. Work Schedule and Deadlines

### 4.1 Project Milestones

Milestone	Description	Deadline
M1 – Project Proposal Submission	Submit project proposal and team contract	Week 3
M2 – Inception & Elaboration Phase	Complete requirement analysis and initial design	Week 5
M3 – Construction Phase (Sprint 1–2)	Implement core features and database setup	Week 9
M4 – Construction Phase (Sprint 3–4)	Complete UI/UX design, integrate all modules	Week 12

Milestone	Description	Deadline
M5 – Transition Phase	Conduct testing, documentation, and final demo	Week 14

## 4.2 Team Availability

Member	Available Working Hours	Preferred Meeting Time
Member 1	Weekdays 7:00–10:00 PM	Tuesday & Friday, 8:00 PM
Member 2	Weekdays 7:30–10:30 PM	Tuesday & Friday, 8:00 PM
Member 3	Weekends flexible, Weekdays 8:00–10:00 PM	Tuesday & Friday, 8:00 PM
Member 4	Weekdays 7:00–9:30 PM	Tuesday & Friday, 8:00 PM

All meetings will be conducted online via Google Meet, and daily communication is maintained through Zalo.

## 4.3 Contingency Plan

- Notify the Team Leader 24 hours before a missed deadline.
- Tasks will be reassigned to maintain progress.
- Extra weekend sessions may be held if delays occur.
- Persistent issues will be reported to the TA.

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## 5. Code and Documentation Standards

### 5.1 Coding Conventions and Tools

- Consistent naming conventions and indentation styles.
- Git used for version control.
- Feature branches merged only after review.
- Style Guides:
  - NestJS: *NestJS Code Style Guide*
  - ReactJS: *React Style Guide by Abraham Lawson*

## 5.2 Code Reviews and Testing Procedures

- Mandatory peer reviews before merging.
- Focus on readability, maintainability, and standards.
- Regular unit testing and CI (if applicable).

## 5.3 Documentation Guidelines

- Each module and major function must include clear comments.
  - Maintain a README with setup and usage instructions.
  - Use Google Drive or GitHub Wiki for documentation.
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# 6. Accountability and Performance

## 6.1 Contribution and Quality Criteria

Evaluations are based on:

- Code quality and adherence to standards
- Meeting participation
- Timely completion of deliverables
- Communication and teamwork

## 6.2 Handling Underperformance

- Issue discussed in next team meeting.
- Feedback and support provided by Team Leader.

- Escalate to TA if unresolved.

### **6.3 Consequences for Non-Compliance**

- Repeated missed deadlines may reduce marks.
  - Lack of participation may lead to removal from the group.
  - Persistent underperformance reported to instructor.
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## **7. Decision-Making Process**

- Major decisions discussed in meetings for transparency.
  - Consensus is preferred; otherwise, majority vote applies.
  - In case of a tie, the Team Leader decides.
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## **8. Conflict Resolution**

- Members must communicate respectfully.
  - Discuss privately first; if unresolved, bring to team meeting.
  - Escalate to supervisor or TA for serious issues.
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## **9. Review and Update Process**

- Contract reviewed after each sprint for relevance.
  - Changes must be approved by all members.
  - Flexible for project progress or unexpected challenges.
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## **10. Team Agreement and Signatures**

We, the undersigned, agree to abide by the terms outlined in this Team Contract. Each member acknowledges their responsibilities and commits to contributing actively to the success of the project.

No.	Name	Role	Signature	Date
1	Nguyễn Quốc Lộc	Team Leader		10/10/2025
2	Phạm Trần Thanh Phong	Designer		10/10/2025
3	Huỳnh Đăng Khoa	Developer		10/10/2025
4	Nguyễn Văn Phước	Tester		10/10/2025
5	Hà Công Thuận	Business Analyst		10/10/2025

