Team Contract

Team Name: SecureSpace

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

· Ultimately we aim to successfully complete the assignment brief of developing an application which incorporates necessary security features, as a design priority

· Individually develop our understanding of developing software according to generally-accepted (high) standards of security

· As a group, develop our ability to work in a team which simulates a professional software environment

· Developing experience of application conceptualization and design, with domain-specific requirements

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

· Punctuality for arranged meetings and a cooperative approach with regard to arranging and sticking to meeting dates/ times

· Arriving prepared to meetings, with assigned tasks either complete or ready for discussion

· Active communication and responsiveness in group environments (e.g. whatsapp and during conference calls)

· To complete work to the best of one's own ability and to ask for help from others if required/ if work may not reach the groups required standards

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

· Taking a 'Stand-Up' approach to meetings where each individual arrives prepared and ready to talk about and present their progress with assigned tasks

· Respectful communication in the group when brainstorming ideas, listening to each group member and providing constructive feedback

· Honesty and thoroughness in evaluating outcomes and respectfully informing others if their contributions do not match the group's expectations, giving ideas on how work can be improved, if necessary

· Communication via agreed channels: WhatsApp, GitHub, Google meet, Slack

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?

- Design Lead
- Security Lead
- Testing Lead
- Documentation Lead

 These are the roles that we've identified will be required for this project - these will be assigned by week three of the project when individual strengths of the team members are clearer following the initial project research phase. The team may rotate roles according to project progress.

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

- · Zero-tolerance approach to non-performance in terms of completing assigned tasks according to ongoing (weekly) team deadlines, unless the lack of performance is communicated in advance of the agreed deadline (e.g. due to need of support or lack of required material)

- · Disagreements should be resolved during team meetings, in an open way with whole-group involvement

- · Repeated non-performance should be reported to the module tutor

By signing this contract, we confirm that:

- · we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.

- · we agree to abide by the contents of this contract

Team member name and date

Bradley Graham 07/05/2023

Team member name and date

Michael Sammueller 07/05/2023

Team member name and date

Rachel Doherty 07/05/2023

Team member name and date

Tomas Mestanza 07/05/2023