

Secure Software Development Team Contract

Team Name: TBC

Version History

Version	Date	Author	Comment
0.1	13 Aug 2021	Taylor Edgell	Initial Draft
0.2	13 Aug 2021	Michael Justus	Updates to content, tense, formatting. Provide feedback.
0.3	13 Aug 2021	Andrey Smirnov	Updates to the list of roles, other minor additions, remarks
0.4	14 Aug 2021	Taylor Edgell	Minor amendments

Policy

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

This module aims to create a functional application using domain-specific requirements for a chosen domain that is mutually agreed upon by all team members. Outputs include a detailed technical report, a prototype of the application using a monolithic design approach and a prototype of the application exposed via API.

The module aims to enhance our teamwork skills by fulfilling each part of the given project brief. It aids to provide a better understanding of how to securely create and develop applications, paying close attention to high level techniques, organisations such as OWASP and application architecture.

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

Team members shall;

- Fully partake in their assigned tasks and shares equally the respective workload.
- Use their skills to assist each other's development during the module.
- Meet weekly, in an informal manner via an agreed-upon platform, to discuss each allocated task's progress.

- Regularly engage in communication as required to provide progress updates to other team members.
- Keep other team members informed if they experience issues with a given task and whether or not they require assistance.

Although quality is subjective, each team member will complete their assigned tasks to the best of abilities. As part of teamwork, each member will help to improve quality output where necessary.

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

The rules agreed upon are:

- General communication of the tasks shall take place on Slack using the “team4” channel.
- A majority vote agrees upon decisions. Consulting the tutor is required to assist with unresolved decisions.
- Discussing disagreements is impartial and open. If a conflict remains unresolved, the group shall consult with the tutor.
- Storing project artefacts must be done in a mutually accessible location, with correct version referencing.
- The group should be aware of what each person is working on. Gantt charts, spreadsheets, changelogs, or other agreed-upon artefacts help to provide progress visibility—the Project Manager may fulfil this role
- A single platform will be decided upon for the weekly meetings to take place e.g Skype, Discord, Zoom.
- The group will review each completed task to evaluate if changes are required. Time of review will be at the discretion of all team members.
- Each team member can openly present their project ideas free from fear of ridicule or other preventative measures. The idea is to foster teamwork and to listen to all opinions required for delivery.

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?

For this project, we propose the following roles:

- Project Lead – Compiles and maintains the project plan, directs the team, and ensures regular progress update meetings are held.
- Technical lead/Architect – Leads the discussion around architecture choices, design patterns, technical constraints, approaches to testing, etc.
- Software Developers/Designer – Team members who engage with developing the software project.
- Quality Controller – Team members will ensure the quality of both software and document

None of these roles is fixed and shall remain flexible to the requirements of the module. Each team member is free to take part in the different aspects of each position. The primary responsibilities of each person shall be initially agreed upon at the first group meeting and expanded from there.

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

Any issues with work quality, policy, or other disagreements will initially be discussed informally. Suppose a change is required and agreed upon by the group. In that case, the team will formally notify the member that the issue needs rectifying. Finally, suppose no change is required, and it is agreed upon by the group. In that case, the matter will be brought to the tutor for further discussion and action.

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract



17/08/2021

Team member name and date



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Team member name and date



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