

NISM

Team Contract

Team Name: TBC

Version History

Version	Date	Author	Comment
0.1	14 NOV 2021	Taylor Edgell	Initial Draft

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 analyse and appraise the fundamental aspects network and information security. For this unit we are to create both a design document and executive summary of the appraising the network security of a given website.

The module aims to enhance our teamwork skills by fulfilling each part of the given project brief for both the design document and summary.

From this unit we endeavour to learn how to:

- Identify and analyse security risks and vulnerabilities in IT network systems and determine appropriate methodologies, tools and techniques to manage and/or solve them.
- Design and critically appraise computer programs and systems to produce solutions that help manage and audit risk and security issues.
- Gather and synthesise information from multiple sources (including internet security alerts & warning sites) to aid in the systematic analysis of security breaches and issues.
- Articulate the legal, social, ethical and professional issues faced by information security professionals.

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 Discord.
- 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.
- 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.

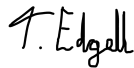
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

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

Team member name and date

 15/11/2021

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 15/11/2021

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