UNIVERSITY OF TWENTE.

TEAM CONTRACT

Team ID: team 4   **Project Title: Psec (Portable Security)**   **Mentor(s): Priya Naguine & Radu Basarabá**

1. **Team information and their roles (What are the convenient Belbin roles for you? Mention at least 2 roles)**

   The Belbin roles are Resource Investigator, Team-worker and Co-ordinator (the Social roles); Plant, Monitor Evaluator and Specialist (the Thinking roles), and Shaper, Implementer and Completer Finisher (the Action or Task roles) (refer to the link for a better understanding: https://www.belbin.com/about/belbin-team-roles)

Name of the Team member	Preferred Belbin roles	Reason to select your preference	Minimum expected grade	Expected grade	Preferable day, time and place to have extra meetings	Scrum Master (Week number)	Preferred method of communication for project discussion /informing any relevant updates to your team.
Thijs Frauenfelder	Plant	Results from the Belbin role test	5.5	8	"*Whenever, Wherever*" - Shakira	Week 2,8	Discord
	Specialist						Whatsapp
	Complete finisher						Anything but Zulip
Mikus Vancans	Implementer	Results from the Belbin role test. Decently confident in programming from	5.5	8	Any time as long as im notified before	Week 3,9	Whatsapp
	Specialist						Discord

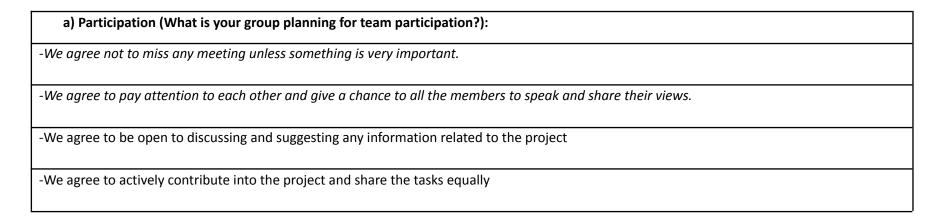|	Resource Investigator	previous projects					Smoke signals / In person
Frank Bosman	Implementer	Results from the Belbin role test	5.5+	8	in the self-study hours, breaks, or evening.	Week 4,10	Whatsapp
	Plant						Discord
	Resource Investigator						In person
Victor Zugravu	Plant	Results from the belbin test, that were indication for last module as well	6	8	weekday whenever, and in the morning/noon in the weekends	Week 5	Whatsapp, Discord
	Resource investigator						In person, pigeon carrier
Katy Radzkova	Coordinator	I'm confident enough in my time-management skills to lead the team and coordinate the tasks. Also I am easily adaptive which would help in case of problems within the team or with the project flow	6.5	8.5	During the lunch time or in the evenings any day (after 6pm)	Week 6	Discord
	Shaper						WhatsApp DM
	Complete finisher						In person
Ayolt ten Have	Team Worker	the belbin test scores gave these roles and I see myself more working and implementing in a team than leading it.	5.5	8	during self-study hours or evenings when needed.	Week 7	Discord
	Monitor Evaluator						whatsapp
	Implementer						in person

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2. **Project Goals (Mention at least 5)**

What are your team goals for the project? What do you want to achieve? What skills do you want to improve or work?
- To gain knowledge in Python programming and Raspberry Pi.
- Improve communication within the team.
- Improve time management skills.
- Expand our knowledge about security and learn how to implement security by design.
- Learn to cooperate in a multidisciplinary team

3. **Team Expectations (Mention at least 3 for each of the criteria)**

   What do you expect from the team members for the a) Participation, b) Meetings, c) Communication, d) Conduct, and e) Conflict

a) Participation (What is your group planning for team participation?):
-We agree not to miss any meeting unless something is very important.
-We agree to pay attention to each other and give a chance to all the members to speak and share their views.
-We agree to be open to discussing and suggesting any information related to the project
-We agree to actively contribute into the project and share the tasks equally

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b) Meetings (What is your expectation from the team for the team meetings?):
- We agree to come to the meetings 5 minutes before the allocated time.
- We agree to prepare ourselves with the ideas, and the tasks to be done before the meeting.
-We agree to notify team members about being late/absent for a meeting/practical session at least a day before
-We agree to actively participate in discussions and processing of ideas related to the project

c) Communication (How do you communicate with each other? Any rules for communication?):

As a project team:
-We agree to decide a venue and time for the physical meetings.
-We agree to discuss the agenda and share tasks before each stand-up meeting
-We agree to keep the progress of the individual tasks open and explain the course of work to a Scrum Master and a team whenever it would be necessary
-We agree to be open to discuss the project and related suggestions apart scheduled meetings but in terms of generally accepted working hours

d) Individual Accountability (What is your expectation level for each individual in your team for fulfilling team assignments, tasks, and accomplishing deadlines?):
As a project team: -We agree that if a team member does not complete the assigned task in time without informing us, this is their responsibility.
-We agree to communicate our to-do tasks within the team, and if possible we send reminders to each other to have a submission on time.
-We agree to use Trello to decide upcoming tasks and control their progress
-We agree to ask and suggest help in case of the issues as the whole team is responsible for the progress

e) Conduct (How do you follow the degree of professionalism within the team and how do you manage if any of the team members doesn't follow the conduct or fails to fulfill expectations?):
As a project team: -We will not tolerate rudeness in meetings as it affects the quality of the project.
-We will be disciplined and honest throughout the project.
- We agree to follow the orange card procedure for a warning to the team member(s).
-We agree to contact Mentor in case the developer abandoned the project and does not fulfill responsibilities
-We agree to work on the project fairly and avoid plagiarism of the code and its parts

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f) Conflict (How do you handle or how will you react to team conflicts?):
As a project team: - We agree to discuss the entire team the problem and mutually find a solution.
- We agree to discuss the problem with our mentor(s) and project coordinator if we couldn't identify the solution.
- We agree to work on the problem outside the scheduled project hours if necessary
- We agree to suggest and receive help from team and/or mentor in case of the problem
- We agree to be polite and respect each others' position regarding the problem

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4. **Team Agreements (These are the final 10 commitments/rules for your team that you agreed on together and promise to follow these rules during the project, Course: Computer Systems, Module 5 (2021-22).**

   I undersigned, hereby declare that I have read, agreed, and accepted all the rules and commitments mentioned in this document and will try my best to follow these rules during the project, Course: Computer Systems, Module 5 (2022-23). If the rules are not being followed by us, we will bear the consequences as mentioned.

Commitments (C)	A signal on your commitments (Yes/No)					
	Katy Radzkova	Thijs Frauenfelder	Ayolt ten Have	Victor Zugravu	Frank Bosman	Mikus Vancans
As a team member I'll always be on time in all the meetings with the preparation and agenda in my mind.	Yes	Yes	Yes	Yes	Yes	Yes

As a team member I'll always give importance to ideas and show respect to all the members.	Yes	Yes	Yes	Yes	Yes	Yes

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As a team member I'll always be transparent with my team.	Yes	Yes	Yes	Yes	Yes	Yes
As a team member I'll work in a team regardless of personal relations to any team member	Yes	Yes	Yes	Yes	Yes	Yes
As a team member I'll always be ready to share and discuss the ideas related to the project	Yes	Yes	Yes	Yes	Yes	Yes
As a team member I'll write code on my own and will not plagiarize external works without a permission of a Mentor	Yes	Yes	Yes	Yes	Yes	Yes
Team members signature						