

Module 5- Computer Systems
(2022-23)
Project

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	Preferred part (Front-end, back-end etc.) and 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	Experienced in back-end programming, practicing to get better at front-end. Also want to do some hardware.	7	8	“Whenever, Wherever” - Shakira	Week 2,8	Discord
	Specialist						Whatsapp
	Complete finisher						Anything but Zulip
Mikus Vancans	Implementer	Mostly experienced in back-end but still decently confident in	5.5	8	Any time as long as im notified before	Week 3,9	Whatsapp
	Specialist						Discord

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	Resource Investigator	front-end due to previous programming projects and work on databases. I also work well with hardware from a Creative Technology background.					In person
Frank Bosman	Implementer	Quite a lot of experience in front-end. but just a little in back-end. And a good amount of experience with hardware and LED strips	5.5+	8	in the self-study hours, breaks, or evening.	Week 4,10	Whatsapp
	Plant						Discord
	Resource Investigator						In person
Victor Zugravu	Plant	I'm good at communicating with people and can help when the team gets stuck by finding out the information that we need or brainstorming a solution, and my preferred style of work is being assigned tasks based on demand. I prefer working on front end and hardware.	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	6.5	8.5	During the lunch time or in the	Week 6	Discord

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	Shaper	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. In terms of coding, I would prefer back-end as I am quite experienced in that field.			evenings any day (after 6pm)		WhatsApp DM
	Complete finisher						In person
<i>Ayolt ten Have</i>	Team Worker	I'm experienced working on back-end and databases	5.5	8	during self-study hours or evenings when needed.	Week 7	Discord
	Monitor Evaluator						whatsapp
	Implementer						in person

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?

- 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
- To improve programming skills using Python programming language
- Learn the opportunities of Raspberry Pi and become comfortable of working with it

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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 to respect the ideas and suggestions of group mates regarding the project work
-We agree to be open to discussing and suggesting any information related to the project.
-We agree to actively contribute to the project and share the tasks equally.

b) Meetings (What is your expectation from the team for the team meetings?):
- We agree to attend all scheduled group meetings and if necessary organize additional meetings during off-study hours
- We agree to share personal ideas during the meetings and discuss them fairly
-We agree to notify team members and/or TAs 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 announce date/time and place of the additional meetings at least 1 day in advance

-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 doesn't complete his task on time in a proper condition, he would further be assigned less prioritized/significant task.

-We agree to discuss and divide the tasks among team members during the meetings and assign corresponding people to a task using Trello

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-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 treat team members only as project contributors neglecting all personal thoughts and opinions about them

-We will judge the team members only by the amount and quality of completed work as well as contribution to the team

-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

f) Conflict (How do you handle or how will you react to team conflicts?):

As a project team:

- 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

- We agree to schedule additional meetings if the problem requests more discussion than social media can facilitate

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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
<i>As a team member I'll never skip project meetings without a proper reason and prior notification as agreed</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll always respectfully treat the ideas of the group</i>	Yes	Yes	Yes	Yes	Yes	Yes

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<i>As a team member I'll always be honest and keep the team up to date on my status.</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll work in a team regardless of personal relations to any team member</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll always be ready to share and discuss the ideas related to the project</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll write code on my own and will not plagiarize external works without a permission of a Mentor</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll contribute to the project with my personal ideas and suggestions</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll take the assigned task seriously</i>	Yes	Yes	Yes	Yes	Yes	Yes

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<i>As a team member I'll complete assigned tasks before scheduled/discussed deadline</i>	Yes	Yes	Yes	Yes	Yes	Yes
<i>As a team member I'll pull from the gitlab before starting to work, if there are merge conflicts ask Thijs</i>	Yes	Yes	Yes	Yes	Yes	Yes
Team members signature						