

Team Contract

Team Name: **Group 1**

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<p>The goals for this project are to:</p> <ol style="list-style-type: none">1) Meet the deadline for the submission of the risk identification report.2) Gain a distinction for the work submitted.3) To work together as a co-ordinated team on the risk analysis. <p>The team accomplishments would be the following:</p> <ol style="list-style-type: none">4) To have an agreed plan of the steps required to complete the analysis.5) Complete all the required background reading in order to determine the risk assessment methodology and approach to be used for the risk analysis.6) Complete a threat modelling exercise as part of the analysis.7) To research risks which could be applied to the pampered pets use case, by researching similar risk assessments which have been carried out for this type of business, taking into consideration that the business is small, is not fully digitalized and the strategy is to grow the business rapidly.8) Agree the risk mitigations to address the identified risks.9) Provide the proposed changes that will form the basis of the digitalization process.10) Complete an executive summary of the recommendations for the business.11) Document the analysis and upload to e-portfolio. <p>After completing this project, the team should have acquired the skills to be able to apply a risk assessment to any use case</p>
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ol style="list-style-type: none">1) During team meetings each team member should have the opportunity to contribute and all ideas and points will be listened to.2) All team meetings should be scheduled at a time when all team members can join.3) The first kick off meeting will be scheduled for the 27th August.

- 4) The expectation is that all team members would have completed the relevant background reading in order to complete the assignment.
- 5) In addition to weekly meetings the team will leverage email and WhatsApp.
- 6) The project lead will act as the moderator during the team meetings.
- 7) At the end of each weekly team meeting each team member will be able to provide feedback on their peers, this will mean that by providing feedback during the analysis, team members will have the opportunity to incorporate any feedback prior to the peer assessment.

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

- 1) All team members need to attend each team meeting, and the team meetings should be scheduled so that each attendee can join.
- 2) All team members need to complete the relevant background reading and tasks for units 1 to 6, so that all relevant material is included in the risk assessment.
- 3) The team needs to complete the analysis to identify similar risk assessment use cases, and provide the relevant references for these.
- 4) UML will be used for the analysis, including the creation of use cases.
- 5) All artefacts produced by the team will be shared with other team members, and uploaded to each team members e-portfolio.
- 6) A plan of the analysis will be created by the project lead, and reviewed by the team.

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?

Jane Aldridge - Project Lead

She will be the project lead throughout the project, in order to ensure continuity. The project lead will schedule meetings to accommodate all team members and will put together a plan for the analysis, so that the deadline will be met. In addition, the project lead will send out any actions after each meeting.

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

- 1) Disagreements will be resolved initially by the team, and at the end of each team meeting, each team member will have the opportunity to provide any peer feedback. There could be valid reasons for non-performance, such as a

team member may need support to understand an aspect of the risk assessment, and so the reasons behind non-performance need to be discussed as a team.

- 2) The aim is to create a supportive team, leveraging the strengths of each team member.
- 3) If a team member refuses to participate in the team, then this would be escalated to the tutor.

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

Jane Aldridge – August 24, 2022

Team member name and date

Shailender Kudachi- August 24, 2022

Team member name and date

Beatrice Mutegi - August 24, 2022

Team member name and date

Pearce Begley-August 24,2022

Team member name and date