

## Team Contract

Team Name: The Deliverables (work in progress)

<p><b>GOALS:</b> What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p> <ul style="list-style-type: none"><li>1. To deliver all project requirements in a timely manner</li><li>2. To determine a scalable, implementable approach within the time constraints using core project management</li><li>3. To understand academically and practically how different levels of management operate (their roles and contributions)</li></ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"><li>1. Team collaboration and communication</li><li>2. Time management, cross-time zone management</li><li>3. Effective documentation</li><li>4. Risk Management</li></ul>
<p><b>EXPECTATIONS:</b> What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</p> <ul style="list-style-type: none"><li>1. Individual collaboration within a team</li><li>2. Attendance of at least 80% of meetings</li><li>3. Distribute workload equally</li><li>4. Communicate if any life obstacles cause delays in contributing to weekly requirements</li><li>5. Complete final draft by Thursday before Submission date</li></ul>
<p><b>POLICIES &amp; PROCEDURES:</b> What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</p> <ul style="list-style-type: none"><li>1. Regular attendance and proactive participation</li><li>2. Clear communication, including regular interaction, timely discussions and updates of positive results and setbacks</li><li>3. Access all documents on OneDrive</li><li>4. Setup a GitHub repository</li><li>5. Respect and understand each others' roles and make use of each others' skills</li><li>6. Uplift each others' strengths and learn from weaknesses</li></ul>

**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?

- Product Owner: Analyses the market and budget of the project
  - o Ruben Marques
- Project Manager: Leads the team and ensures deadlines are met
  - o *Hristo Todorov*
  - o Primary Responsibility: Timeline & Delivery
    - Create & maintain project schedule
    - Track sprint progress vs. planned milestones
    - Monitor timeline in Sprint Retro's
    - Ensure 80% meeting attendance maintained
    - Record all decisions in GitHub
    - Escalate timeline risks immediately
    - Coordinate with other teams (user group partnership)
    - Flag issue with the team, then involve tutor if timeline slips > 1 week
- Business Analyst: Liaison between developers and clients
  - o *Lauren Pechey*
  - o Primary Responsibility: Requirements & Integration
    - Extract requirements from case study transcript (**Chapter 2**)
    - Define success criteria for both HW & SW
    - Document assumptions & gaps
    - Facilitate HW/SW integration discussions
    - Translate requirements into user stories (for Scrum Master)
    - Serve as liaison in Sprint Retro blocker resolution
    - Validate UAT readiness
    - Contribute to Project Report
- Scrum Master: Leads developers, User stories etc.
  - o *Victor Angelier*
  - o Primary Responsibility: Process & Development Leadership
    - Facilitate all Sprint planning & retrospectives
    - Create & manage sprint backlog (We probably will use Excel)
    - Ensure Development Team (colab with *Arianna*) has clarity
    - Track action items (aka challenges) in Sprint Retro's
    - Remove blockers (escalate if needed -> *Hristo*)
    - Ensure SDLC phases are executed properly
    - Monitor code quality & documentation
    - Report development progress in Sprint Retro's
- Development Team Lead
  - o *Arianna Poverini*
  - o Primary Responsibility: Technical Execution
    - Lead hardware development (with BOMs)
    - Lead software development
    - Design integration between HW & SW

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| <ul style="list-style-type: none"> <li>▪ Plan UAT testing approach</li> <li>▪ Ensure technical documentation</li> <li>▪ Report blockers to Scrum Master</li> <li>▪ Execute SDLC development &amp; test phases</li> <li>▪ Prepare technical components for Project Report</li> </ul> |
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**CONSEQUENCES:** How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

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| <ol style="list-style-type: none"> <li>1. Address and support any issues within reason</li> <li>2. If a lack of good faith is consistently shown by a team member,             <ol style="list-style-type: none"> <li>a. Communicate with the team member</li> <li>b. Offer support (if needed)</li> <li>c. Find a solution ("What would work for you?")</li> <li>d. If the above is not adhered to by the team member, involve the Module Tutor to guide the situation</li> </ol> </li> <li>3. Share the workload equally without overriding others' work</li> </ol> |
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By signing this contract, we confirm that:

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

Victor Angelier 27<sup>th</sup> October 2025

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Team member name and date

Lauren Pechey 27/10/2025

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Team member name and date

Hristo Todorov 27/10/2025

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Team member name and date

Arianna Poverini 27/10/2025

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Team member name and date

Ruben Marques 27/10/2025

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Team member name and date

Version	Date	Description	Author
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1.0	27-10-2025	Created the contract	LP
1.1	28-10-2025	Added tasks/responsibilities per role	VA