

Team Contract

Team Name: The Deliverables (work in progress)

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<ol style="list-style-type: none">1. To deliver all project requirements in a timely manner2. To determine a scalable, implementable approach within the time constraints using core project management3. To understand academically and practically how different levels of management operate (their roles and contributions) Skills <ol style="list-style-type: none">1. Team collaboration and communication2. Time management, cross-time zone management3. Effective documentation4. Risk Management
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. Individual collaboration within a team2. Attendance of at least 80% of meetings3. Distribute workload equally4. Communicate if any life obstacles cause delays in contributing to weekly requirements5. Complete final draft by Thursday before Submission date
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
<ol style="list-style-type: none">1. Regular attendance and proactive participation2. Clear communication, including regular interaction, timely discussions and updates of positive results and setbacks3. Access all documents on OneDrive4. Setup a GitHub repository5. Respect and understand each others' roles and make use of each others' skills6. Uplift eachothers' strengths and learn from weaknesses

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

<ul style="list-style-type: none"> ▪ Plan UAT testing approach ▪ Ensure technical documentation ▪ Report blockers to Scrum Master ▪ Execute SDLC development & test phases ▪ Prepare technical components for Project Report
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
<ol style="list-style-type: none"> 1. Address and support any issues within reason 2. If a lack of good faith is consistently shown by a team member, <ol style="list-style-type: none"> a. Communicate with the team member b. Offer support (if needed) c. Find a solution (“What would work for you?”) d. If the above is not adhered to by the team member, involve the Module Tutor to guide the situation 3. Share the workload equally without overriding others’ work

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

Victor Angelier 27th October 2025

Team member name and date

Lauren Pechey 27/10/2025

Team member name and date

Hristo Todorov 27/10/2025

Team member name and date

Arianna Poverini 27/10/2025

Team member name and date

Ruben Marques 27/10/2025

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