

## Team Contract

Team Name: Kieron, Naveed, Valentina

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<b>Project Completion:</b> Successfully design and develop a logical database tailored to our chosen client organisation.  <b>Skill Development:</b> Enhance our skills in database design, data management, and collaboration in a virtual professional environment.  <b>Quality Delivery:</b> Deliver a comprehensive report and database model that meet the requirements set forth in the assignment brief.  <b>Professionalism:</b> Practice effective communication and collaboration techniques in a simulated professional setting, adhering to real-world deadlines and standards.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<b>Attendance &amp; Participation:</b> Attend all scheduled team meetings and actively participate in discussions. If unable to attend, notify the team at least 24 hours in advance.  <b>Communication:</b> Regularly update the team on individual progress via our chosen platform (i.e. WhatsApp, MS Teams). Check messages and emails at least once a day for any updates or tasks.  <b>Quality of Work:</b> Ensure work meets agreed standards before submitting to the team. Be open to constructive feedback and willing to revise work if necessary.  <b>Frequency of Meetings:</b> Hold weekly team meetings to review progress, allocate tasks, and address issues.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
<b>Preparatory Tasks:</b> Each team member is responsible for reviewing and preparing material for meetings, including pre-reading or research as needed.

**Idea Generation:**

Encourage open brainstorming sessions where all ideas are valued. All team members should contribute at least one idea to discussions on database design or data management techniques.

**Evaluating Outcomes:**

Regularly review our project progress against the assignment brief and adjust plans if necessary.

Before each submission, conduct a final review session to ensure quality and completeness.

**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?

**Project Lead:** The Project Lead is responsible for organising and coordinating team meetings, setting dates and times that work for all team members, and managing ongoing communication to ensure consistent progress. This role involves gathering all relevant information from discussions, research, and individual work, organising it cohesively, and maintaining a structured project document that reflects the team's progress. Additionally, the Project Lead will oversee the timeline, track team milestones, and facilitate collaboration among team members to make sure tasks are aligned with the assignment requirements.

**Database Developer 1:** Database Developer 1 will take the lead in crafting the initial database design, focusing on defining the logical structure, entities, and relationships. This role includes identifying essential attributes for each entity, establishing primary and foreign keys, and collaborating closely with the other database developer to ensure the design is comprehensive and logical. Database Developer 1 will also implement feedback from the team and make necessary adjustments to the data model to meet client specifications.

**Database Developer 2:** Database Developer 2 works alongside Database Developer 1 to refine the logical data model, focusing on the consistency and optimisation within the data structure

To encourage flexibility and develop versatile skills, team members will rotate roles every 10 days. This rotation allows each team member to experience different aspects of the project, fostering a collaborative environment where all members gain exposure to both leadership and technical responsibilities.

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

**Non-Performance:**

If a team member is not fulfilling their responsibilities (e.g., missing deadlines, contributing low-quality work, or poor attendance), the team will address the issue by having a private, open conversation to understand any challenges.

If no improvement is made after this discussion, the team will decide on a collective action, such as redistributing the tasks to ensure the work gets done or offering additional support to the team member if needed.

**Conflict Resolution:**

In the event of a disagreement, the team will first attempt to resolve the issue through open and respectful discussion.

If the conflict persists, the team will come to a consensus on the matter through a group vote. In case of a tie or unresolved conflict, the team can seek advice from an external party (e.g., 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

Kieron Hamilton – 10<sup>th</sup> November, 2024

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Team member name and date

Naveed Jamal – 10<sup>th</sup> November, 2024

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Team member name and date

Valentina Mercieca – 10<sup>th</sup> November, 2024

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Team member name and date