# Team Contract

This contract will set out the code of conduct for the members of Team 6 as well as the rules that will govern how the team operates.

1. Meetings and Communication

The team will conduct both formal and informal meetings on a minimum of once a week. All formal meetings will take place on a Thursday and all team members are expected to attend the formal meetings. Formal meetings are run in accordance to the timetabled meetings for the module which start at 2:30pm and run for 1 hour until 3:30pm. This may be subject to change during the year to stay in accordance with the timetable. Formal meetings may over run if the team leader feels that the group needs more time to work or to finish certain pieces of work. This is all subject to the team leader’s digression.

Informal meetings are not timetabled but will occur at least once a week and may occur more than once if the team leader feels that more are required. These will be scheduled when the team leader decides that enough of the group can attend. All team members must attend unless the informal meetings, however due to the possible late notice of these meeting there will be no repercussions if a valid reason not to attend is given. All valid reasons are to the digression of the team leader. The informal meetings will cover any topics that are not covered in the formal meeting and may also include time to work on the project when needed.

Communication outside of the formal and informal meetings will be through Microsoft Teams. This will be used to remind group members what has happened during the meetings and to share work and ideas for the project. For these reasons Microsoft Teams is to remain professional at all times.

1. Administration

Organisation is vital to the success of a team with nine team members. Each team has a role or multiple roles which specify the areas in which they will work which are specified in the Team Roles section of this contract. It is vital the team use the same formatting to ensure the project has the same structure throughout. To do this, at the end of each large milestone in the project, a few team members will go through the completed work to ensure the structure and formatting is correct.

It is good practice to set an agenda prior to scheduling a meeting. This results in the meeting having a clear objective which will be discussed. Once the meeting has finished, a written document (minutes) is created by a specific team member to ensure consistency. The document covers the key aspects which were discussed during the meeting. The team have decided to produce the minutes document for only the formal meetings due to the length of time which is required to create the document. Both the minutes and agenda are vital to the team’s success, this is due to the fact it provides each team member with the agenda and key structure for each meeting which in turn will make the meetings effective. With a set time frame and agenda, it allows team members to prepare and create key notes they wish to discuss during the meeting. Minutes are very useful review documents because it allows the team to compare current progress against predicted progress, due to this it will also be used as an accountability tool.

As with any project, there needs to be some form of recording notes during both informal and formal meetings. This is done by specific team members each time to ensure all notes have the same structure and consistency. Furthermore, these notes are written up on a computer at the end of the meeting to ensure all team members have access to the information discussed in meetings.

1. Contingency plans

Our team has put a contingency plan in place in the event of absences at meetings. If a team member will be absent to a meeting then they must give an apology and a reason for their absence at the next meeting, they should also inform the group of their absence at least 30 minutes before the meeting. If a team member has missed a meeting, then the team will communicate over Microsoft Teams to update the member and complete the tasks.

In the event of any technology breakdowns such as a computer breakdown or an android phone breakdown the team must have backup equipment during all stages of the project. The team must have two android phones available to carry out the testing for the product and if these were to both breakdown then a team member must ask the school reception for an android phone to borrow. If a team members’ computer or laptop were to breakdown then the team must temporarily assign this team members work to someone else until their machine is in working order, this will be done to prevent any sections of the project falling behind schedule.

All team members must make backup copies of their work in their H drive and on the team GitHub once a week to make sure that the team doesn't lose large amounts of work or have it accidentally deleted.

1. Professional behaviour standards

All members of the group are expected to show up to formal meetings every Thursday unless there is prior notice of illness or an unexpected circumstance.

If a member of the group does not attend meetings repeatedly without a good reason or no reason at all the team leader will have to have a formal discussion about professional behaviour and attendance for this project, and if the team member misses more than half of the meetings in a month this point the team leader will bring it up with our module leader John Colquhoun.

Within the meetings themselves, everyone should be focused on the discussion and remain on task throughout the duration of the meeting, so the meetings are as useful as possible.

Everyone is to arrive on time and participate in the discussion when needed, and to not distract people from the project by talking about things irrelevant to the meeting. Discussion related to things not relevant to the meeting should be saved for before and after the meeting. Every meeting should have a brief of discussion topics provided by the team leader, to keep us on track with the project. Within each meeting, all members of the group should respect one another and not rudely interrupt or talk over another member purposely. If a member of the group is making another member of the group uncomfortable, this should be discussed with the team leader and then John if necessary, as this kind of behaviour will not be tolerated. The team will aim to have a professional environment where everyone is welcomed, and the project can be completed to the best of our ability above all else.

1. Peer review

The peer review will be conducted by all team members anonymously providing their percentage scores for all team members (including themselves) through an online survey or if this does not work, through paper. The average of all the scores will then be calculated by the team leader or an appointed team member and then told to the rest of the group. If there are more than one team members who feel like the scores are inaccurate then the team will review the documents that show the contribution of the team members, such as project timeline, and then another vote will be taken.

If there are still more than one team members who feel the scores are inaccurate then the team will vote using an anonymous ballot (as there are 9 team members an absolute majority is possible) on which team members have the correct score and which are wrong.

The vote must be anonymous to prevent people from voting under duress or otherwise under the influence of other team members.

1. Development method

The team will use an Agile development approach. This will always allow us to work on different tasks in parallel whilst gaining end-user feedback. This will be useful for any problems that the client has with the solution the team have partially created.

The team will also use flexible team role assignment, allowing for all team members to be used to complete tasks much faster.

If there are extenuating circumstances where deadlines are not being met, then an extreme programming approach will be enforced to ensure tasks will be completed to a high standard within a suitable timeframe.

1. Team Roles

In the following list ‘Lead’ refers to the team member who will provide guidance and make decisions in their field. This team member will also be in charge of documenting the work of that field.

‘Junior’ refers to the team member(s) who will take an active role in supporting the leader in completing the tasks for that field of work.

T. Alvikas – Lead Tester, Junior Web Developer

W. G. Comber - Team Leader, Junior Tester, Junior Documenter, Junior Programmer

O. J. E Gilley – Lead Web Developer, Junior Programmer

E. J. Goodchild – Junior Programmer, Junior Documenter

J. P. Lawrence – Lead Programmer, Junior Web Developer

J. E. P. Lowthian – Lead Designer, Junior Programmer, Junior Documenter, Junior Researcher

I. J. Mohammed – Lead Administrator, Junior Programmer

J. E. O’Connor – Lead Researcher, Junior Designer

E. R. G. R Phillips – Lead Documenter, Junior Tester