**Team Contract**

Team Name: \_\_\_\_\_\_ Group 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| * Analysis, design and develop secure information systems * Develop skills and knowledge in SDLC * Working together as a team in a group that has very different time zones – thus working overtime zones might make meetings etc. a challenge, how do we still communicate well with this challenge |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * Ideally participating all regular progress meetings * If unable to join meetings/ unavailability due to other engagements, should notify other group members as early as possible * Continuous updates on Slack channel to update one another on where we are with the project, so everyone always has a clear idea who works on what part, and how far they are with that particular piece of work |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Voice out for help before too late to complete the assigned task * Have a policy to check the chat at least 2 or 3 times a day (especially with the different time zones), suggest that every message be acknowledged by other team members by responding to the message, even if it is only a tick mark to show that you have read the message. |
| 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 Manager * Software Consultants * Software Developers * Project Architect * System Architect * Open to rotating roles, identify when a member is better in a certain area or role |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies, and procedures? How do we resolve disagreements? |
| * Vote to resolve controversy anonymously * If issues arise, bring these to light early before it becomes a bigger issue. Keep communication high on Slack channel, to see who is responsible for what, and to ensure that everybody knows who is responsible for what task. |

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

Chan Kei Yiu Yvone - 13 Mar 2022

Team member name and date

Lai Yin Ping - 13 Mar 2022

Team member name and date

Bernhard van Renssen - 14 March 2022

Team member name and date

Yusuf Fahry - 14 March 2022

Team member name and date

Lin Wei Hung - 14 March 2022

Team member name and date