

## Team Contract

Team Name: Cyber-Savvy Board

Please feel free to amend or update anything.

GOALS: What are our team goals for this project?  
What do we want to accomplish? What skills do we want to develop or refine?

### **Our goals are to work collaboratively in order to:**

- Prepare and deliver a design proposal report of your intended development work for the organisation.
- Create an application that supports access via a web browser that will allow an authenticated user to perform the suite of CRUD capabilities.
- Produce a solution that ensures all privacy and security regulations are met, including those specified by the General Data Protection Regulation (GDPR).

### **What we want to accomplish:**

- A design proposal of the intended development work for the organisation.
- An application that supports access via a web browser and/or a command line application that allows an authenticated user to perform the suite of CRUD capabilities.
- A solution that ensures all privacy and security regulations are met, including those specified by the General Data Protection Regulation (GDPR)

### **What skills we want to develop or refine:**

- Work as a team to develop a solution and utilise the skills and knowledge of members to achieve the project goals.
- Developing report writing.
- Being able to design a system that meets the criteria of the organisation.
- Write algorithms that clearly define how an application functions.
- Improve Python skills and further develop techniques such as object-oriented programming.
- Be able to produce an application that allows an authenticated user to perform the suite of CRUD capabilities.
- Develop skills in privacy and data security.
- Utilise database implementation and create robust test plan for the solution.
- Develop of a better understanding of Microservices.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- Everyone's opinion and voice will be heard and equally valued.
- We will attend all team meetings on time, or notify our team mates in advanced with a reason if unable to attend.
- We will collaborate and draw on everyone's ideas, promoting collaboration and team work.
- Split the workload equally and to be able to freely voice if you feel this has not occurred

- We will communicate and meet outside of timetabled hours.

**Team Members:**

- Will have an opinion that should be equally valued.
- Should attend team meetings on time, or ensure we notify the team in advance with a reason for non-attendance.
- Collaborates and draws on everyone's ideas, knowledge and skills to achieve the best project outcome.
- Shares the work load equally and to be able to voice concerns, if you feel this has not happened.
- Supports each other to achieve the goals and take into consideration the work commitments, mental health and work-life balance of team members.

**POLICIES & PROCEDURES:** What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- Meetings will be held once a week, each Sunday at 11:00 BST. Additional meetings will be held if needed.
- Communication will take place in the Slack channels that have been established.
- Trello will be used for assigning tasks and project management.
- This project is based on teamwork, so we initially agree to share the marks equally.
- We will delegate tasks and ensure we communicate each area in sufficient detail so each member understands their contribution.
- We will assess this weekly to check how each team member is progressing, provide feedback and support if needed.
- If a group member is not contributing, we will discuss so we have a full understanding of the circumstances prior to deciding on a consequence. This allows an informed decision making process, in which every member has an equally role and ensure trust and collaboration within the team continues.
- Prior to the project submission, we will ensure it is proofread and checked to ensure everyone in the team is happy.
- When the project is submitted we will review whether the marks should be shared equally or reach an agreement, if someone deserves a lower mark.

We initially agree to share the marks equally, as this project is based on teamwork. We will assess this fortnightly to ensure everyone's contribution is equal. If we feel one person is putting in less work than others, we will discuss before sanctioning as we believe mutual trust and collaboration ensures success. Upon submission of the project and after proofreading, we will make sure we are all happy with it and that everyone believes that the marks should be shared equally. If not we will all have to come to an agreement, if someone deserves a lower mark, with everyone's opinions being heard.

**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?

**Roles:**

- We'll try to allocate roles based on personal skills and tendencies when it's possible maintaining same workloads and responsibilities.
- We'll try to stay flexible and assign roles or change them as we get to know each other better with the agreement of the team.
- The team will need a spokesperson and a lead in certain aspects of the project if a member's particular expertise in that aspect emerges.

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

### Consequences

- If one or more group members have not been participating without a good reason then they will get a warning.
- If they do not fully participate again then we will give them a second warning.
- For a third time then we will report them to one of our tutors or to the course director and also in our feedback form we will be honest about their contribution.

### Conflict Resolution

- We will all agree that any conflict arising is due to creative differences and approaches and is in no way personal.
- We will work professionally and identify the core issues and try to provide a solution.
- As a team we will discuss the issues and take into consideration each individuals side, in order to reach a resolution all team members are happy with.
- If an agreement cannot be reached, then the group can vote on the way forward or ask the course leader to mediate.

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

Mustafa Sibai 25th/September/2022

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Team member name and date

Etkin Getir 25th September 2022

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Team member name and date

Gianluca Cannone 25th September 2022

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Team member name and date

Aaron Willis 25 September 2022

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Team member name and date

Ola Durowoju 25th September 2022

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Team member name and date

John Irvin 25th September 2022

Team member name and date

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