

## Team Contract

Team Name: **The A Team (Group 1)**

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

- Understand the intersection between security, law, and changing technology and employment requirements under Industry 4.0.
- Identify a risk assessment methodology based on the potential strategic changes which will likely emanate from the change in shareholding
- Consider cost-effective security solutions for an SME, with a focus on micro-business needs.
- Generate and explain quantitative and qualitative assessment procedures.
- Understand the requirements to perform a risk assessment that includes threat identification, risk reporting, risk mitigation, risk transfer, and GDPR regulations.

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

- Everyone should try their level best to complete their tasks in a timely manner.
- Everyone will put in minimum 25% of the research content (~250 words of the 1000 limit).
- Everyone's opinions will be respected, analyzed, and discussed.
- Mandatory participation during Face-to-face meetings on Sunday – time subject to availability.
- Check-ins on Tuesdays before the seminar of the week.

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

- It is expected for everyone to update the Group Notes Document on a weekly basis and the update will form part of the face-to-face discussion points.
- If a member falls behind, it is mandatory that they notify the group immediately so that the workload can be assessed and reallocated – load balance.
- Everyone supports each other as a team.
- The final draft should be consolidated a week prior to the due date so key concepts and editing can be addressed until the last hour.
- Group evaluations and key performance variables will be based on punctuality, communication, and overall effort.
- There will be an open Group Notes Document which will facilitate ideas and knowledge sharing and/or questions. This document must be checked by all the group members at least 3 times a week.

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/Arbitrator: Marios**

- Ensure everyone is doing their roles / keeping up with deadlines, etc.
- If there is conflict, s/he will facilitate a discussion for conflict resolution

**Facilitator/Coordinator: Laura**

- Set up group meetings, inform and manage the group schedule, organize meeting minutes

**Editor: Xue Ling**

- In charge of consolidation of the group project report
- Relook at readability and flow of information i.e., unified voice/tone
- Ensure work follows the formatting guidelines

**Proofreader: Nomusa**

- Look over the editor's work, fresh pair of eyes
- Delete any repeating information on the Group Notes doc
- Ensure work follows the formatting guidelines

*Jobs will rotate every two weeks.*

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

- If disagreements arise, there will be a group vote. If the group vote is split evenly – each voting side will do additional research to motivate and justify for or against their perspective and will come to a conclusion within the following 24 hours. If it becomes irreconcilable, the subject tutor will be roped in.
- If a member goes AWOL for a period longer than 5 calendar days and without prior notification; this will be reported in the group meeting and further escalated for peer assessment. The onus is on the member to update the group on their progress
- If the member continues to be AWOL, the module tutor will be contacted.

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

Xue Ling Teh 28/09/2022

Team member name and date

Laura Marie Saxton 28/09/2022

Team member name and date

Marios Maragkos 28/09/2022

Team member name and date

Nomusa Majola 28/09/2022

Team member name and date