

Team Contract

Team Name: **The B Team (Group 2)**

GOALS: What are our team goals for this project?

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

- A better understanding of CPU, running time, other resources
- Competent coding collaboration on Github
- Using UML diagrams to properly map out a repository
- Using proper security coding techniques to secure the repository
- Recognising and mitigating source code errors related to the OWASP Top 10

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

- Weekly meetings on Saturday/Sunday depending on everyone's schedules
- If a member cannot make a meeting they will look at the meeting minutes and other artifacts to get up to date with the project
- If a member is too busy to meet group deadlines they should contact the group immediately so that the workload can be delegated appropriately
- Communication can be asynchronistic but frequent and can be relayed in our group channels via Google Meets, Google Docs and/or Whatsapp

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

- Everyone's contributions will be considered and discussed
- All members will be assigned a task in every phase of the assignment, which is their responsibility
- A member must tell the group 24 hours in advance if they will be late turning in work for the final draft of the assignment to avoid late submission

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?

Executive roles

- Project Lead (Celine)
 - Make sure everyone is on time
 - Will be in charge of delegating late work
 - Will be in charge of group morale
 - Ensure the quality of the work (project requirements, timeliness)
- Editor (Lee)
 - Edit and modify group documents
 - Copy edit / proofread the assignment draft
 - Ensure the quality of the work (formatting and plagiarism)
- Facilitator (Kwan)
 - Create group meetings
 - Take meeting minutes
 - Upload relevant documents and references to Google Docs

Coursework Roles

Every member will be a participant in all aspects of the project. Group work will be specified and assigned during group meetings and will be reflected in the meeting minutes. Oversight of coursework quality and responsibilities shall be divided as follows:

- Coding Lead (Celine)
 - Ensuring coding uniformity and precision
 - Proofreading and editing in-code documentation
 - Final code test

- Improvement recommendations
- Code syntax and PEP-8 compliance
- Writing Lead (Lee)
 - Collecting disparate project artifacts from group members
 - Editing project artifacts to fit one narrative voice for reports or code documentation
 - Proofreading all project reports and README files
 - Making sure artifacts have not been plagiarised
 - Making sure references are Harvard compliant and relevant to the project
- Content Lead (Kwan)
 - Check all figures for proper formatting
 - Check that all UML diagrams conform to the proper formatting
 - Assess the thoroughness and quality of tables, graphs, charts, and diagrams
 - Make recommendations for improving tables, graphs, charts, and diagrams
 - Provide approved materials to the writing Lead for integration into the final project

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

- Group will have weekly check-in meetings to assess our progress
- Members have opportunity to delegate work if necessary
- If there is a disagreement:
 - Aggrieved parties will first discuss their POVs with the team leader
 - If the disagreement persists, the module tutor will be contacted to mediate
- If work is not completed on time:
 - The member of the group who did not complete their portion of the assignment will lose .5 rating per week of work on the peer evaluation (documented in meeting minutes and group notes for record)

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 18/03/2023

Team member name and date

Laura Marie Saxton 18/03/2023

Team member name and date

Chan Kwan Lee 18/03/2023

Team member name and date