

Introductory Seminar

Title: Introduction to Team Project

There will be a discussion/ briefing on the assessments for this module. As it involves a team project, you will need to read the Group/Teamwork guidance on the **Department's website** regarding team roles and the scoring of team activities. Teams and projects will be assigned and there is a deadline at the end of this week for the final group contract to be agreed by each team. A copy will need to be emailed to the module tutor. If you cannot attend this session, please get in touch with the module tutor as soon as possible.

Note

Please note that all coding activities in this module will provide you with the **basic techniques** to help you with your final team submission. Your summative assessment result will **benefit** from going **beyond** these techniques, and there is an **expectation** for you to do so. The seminar sessions during the module will provide each team with the opportunity to demonstrate the ongoing development of their application through various stages of testing and development. It should be noted that these demonstrations are used to ensure academic integrity. Where it is not possible for all team members to attend a seminar, a separate session should be arranged with the tutor.

Team Contract

Team Name: **Team Unity 2**

<p>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p> <p>As a team, we want a deep and practical understanding of the security risks associated with programming languages. We also want to understand their implications on software design and application development.</p> <p>We want to work cohesively as a team, ensuring that each member's strengths are effectively utilised. We want to develop robust communication strategies within the team and with our tutor. This includes clear documentation, timely updates, and constructive feedback.</p> <p>At the end of the project, we want to conduct a retrospective to assess personal and team growth. We will want to identify what worked well and areas of improvement for future projects.</p>
<p>EXPECTATIONS: What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.?</p>

We've set up a WhatsApp group to communicate effectively amongst ourselves. All communications should go through this channel to ensure that everyone is constantly updated on the latest work from other team members. We expect to meet occasionally when we need to brainstorm and work together for assessment-based work. We expect each other to attend all arranged meetings or inform the team if we cannot make it.

We expect roles to be allocated. However, we believe every team member is responsible for the project's success. We will offer help when possible and seek help when needed.

We will aim to have a high quality of work, and we want everyone on the team to pass the module and gain a deep understanding of secure software development. We will aim to maintain a consistent coding style and documentation format to ensure clarity and cohesion within the team.

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

Everyone is expected to conduct independent research to bring insights and knowledge to the team. We will create a shared document where everyone can write down ideas as they arise. We will also utilise the document for brainstorming.

Communication should be prioritised so all members know the project's progress and can adjust plans if needed to ensure the final deadline is met. During weekly meetings, we will set work for each member to complete and then go over the work in the next weekly meeting before setting more work.

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?

Yes, we will be using roles and will rotate them amongst ourselves. We will follow a slimmed-down SCRUM approach: we will have a Project Manager, a developer, and a QA tester. Each member might have a primary role, but we expect everyone to contribute to other roles when needed. After a set period (e.g., every week), we will review the role allocations and discuss what's working, what's challenging, and if there's any desire to rotate roles. We will encourage team members to provide feedback on their role experiences, which can be used to refine the allocation process and support individual growth.

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

We will offer constructive feedback and express concerns in a way that promotes understanding/personal growth and not defensiveness.

We will respectfully express any concerns or disagreements regarding project-related decisions and refer back to our team contract to re-establish expectations. If there is an issue in which we are divided, a team vote can be used. The majority rules, but ensuring that everyone feels heard is essential.

By signing this contract, we confirm that:

- we have formulated these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract

Adesola Sogunwa 14/08/23

Team member name and date

Sebastien Pires 14/08/23

Team member name and date

Hainadine Chamane 14/08/23

Team member name and date