# Team Contract

Team Name: GROUP A – Aidan Curley, Ian Wolloff, Lukman Mohamed.

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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?**

- Create a design proposal that seeks to summarize recommendations and potential mitigations to ameliorate security risks of a client's website using appropriate Pentesting tools.
- Produce an executive summary that pulls together our findings, recommendations, and conclusions on how security can be improved.
- In this project we also wish to develop our teamwork and collaborative skills, so that we perform well as a group identifying different members skillsets and ensuring we work to deadlines efficiently.

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

- Develop and refine communication, time management and project presentation skills.
- Acknowledge others' skill and contributions, sharing resources and knowledge.
- We expect to communicate weekly (Discord, Google Meet, WhatsApp Groups) and if a team member cannot make an agreed meeting, we expect them to notify the others.
- We expect the work completed to be of a high standard from all team members, where each team member is performing to the best of their abilities.

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

- Our approach to work together includes group evaluation of all individual contributions.
- We expect each group member to participate and contribute equally, periodically reporting what they did.
- Effective communication is one of the foundations of successful projects, so we expect communication responsiveness from all team members.
- We expect all team members to respond to direct messages within 24 hours, even if that is just to acknowledge the message and that they will reply in full at a later time.
- As a team we agree that everybody's voice and opinion will be heard and that there will be a safe space for everybody to contribute and ideas to be valued.

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| ● Feedback will be honest, and constructive, and given with a view to helping the team meet its goals. |

| **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?** |
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| ● Each member will have a role to play on the team defined by their skillset and experience.<br>● Each member can act as a reviewer of the work which has been done by others in order to ensure the quality of the project.<br>● We will rotate roles based on skills or project requirements<br>● We will have an initial meeting on Thursday 18th November to further define each member's role. |

| **CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures?  How do we resolve disagreements?** |
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| ● Create space for conversation and determine clear guidelines and expectations.<br>● Create a team culture and address conflicts directly and respectfully, always reaching reconciliation.<br>● We expect to handle issues in the group with open and respectful communication.<br>● If a conflict persists, we will vote to decide how to proceed. |

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

**Team member name and date**

Alice Villar 11-15-2021
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Aidan Curley 11-16-2021
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Lukman Abdinasir 11-16-2021
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Ian Wolloff 11-16-2021
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