CONTRACT

"The Group" – Jane Jakeman, Dorian Marinov, Besart Sopjani, Scott Thomas being Group 5 of AHCI Level 6 at University of Westminster.

"The Completion Dates":
     Group Progress Quiz 1: 18/02/09
     Progress Presentation : 25/02/09
     Group Progress Quiz 2: 11/03/09
     Individual Quiz : 25/03/09
     Final Component : 23/04/09
     Presentation : 22/04/09

"Project Work": All work as detailed in each Coursework brief for Advanced Human Computer Interaction 2009 module.

"Contact details"
Besart Sopjani: Tel:07824426280 Email: besi000@hotmail.com
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Scott Thomas: Tel: 07739840408 Email: sendittoscott@gmail.com

This contract sets out the terms and conditions of the contract so that by meeting the terms and conditions The Group will achieve satisfactory completion of the Project Work tasks by their relevant Completion Dates.

"Meetings schedule"
Each Wednesday afternoon for two hours maximum after Lecture/Tutorial.
Online on each Monday evening between 7pm and 9pm.
All to attend or ring another group member to advise non-attendance and reason.

Rules of Engagement
Project Management: There will be no project manager, decisions will be made on a democratic basis.

File Sharing
Web space on www.completewebsites.biz for file sharing.
ftp upload details (username and password) provided to each group member separately.

Back up of files
Each group member to take responsibility for backing up any files that they work on. Files to be held on the web server, and back-up files to be held on group members own back-up system.

Emails, Phone calls, Messages and Text
To be responded to within 24 hours

Objective
To research, analyse and design a user interface for an Airport self check-in system applying HCI principles.

Group working hours
Each group member to allow 4 hours of their time to work apart from attending meetings to work on tasks.

Attendance
To attend all lectures, tutorials and meetings

Action plan
To ascertain the individual areas of expertise of the group members
To establish strong and weak points of the group members

Division of work
All work is to be divided equally and all group members to work on all aspects of the project work

Minutes of meetings and Agendas
Each to take a turn in preparing Minutes and Agendas
Minutes to be provided via email to other group members within 48 hours of the meeting

Evaluation of work
To be evaluated by all four group members

Decision making
To be made by all four group members. Where a decision cannot be made, the group member with the most expertise in that area in the opinion of the other three group members will make the final decision.
Where there is no expertise in that area or where the group cannot agree on the group member with the most expertise in that area then the group member with the highest mark overall in HCI for the year 2008 will make the final decision.

Group conflict
Any group conflict to be discussed within the group and resolved as soon as possible

Financial
All group members to contribute equally to print and other costs

No Peer Evaluation to be carried out on all of the coursework

Targetted grade: 85%

Signed ……………………………………………….. Jane Jakeman

Signed ……………………………………………….. Besart Sopjani

Signed ……………………………………………….. Scott Thomas

Signed …………………………………………………. Dorian Marinov

Date: 25 February 2009