

# Client Agreement

19 August 2015

## Introduction

Luminary Promotions (hereinafter 'the Client') has requested work from four AUT students — Jason Gerbes, Joshua Son, Paul Lee and Sean Young (hereinafter 'the Group'). This contractual agreement is signed by Jason Gerbes (the Project Leader), Roopak Sinha (the Project Supervisor) and Alexis Rabadan (the Project Owner).

In signing this agreement, the associated parties are in agreement of all sections below.

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## 1. Rationale of Agreement

This signed agreement notarises the understanding of both the Client and the Group involved in the LuminAR project. Both parties will be bound to the agreement and are required to complete any tasks expected from them to the best of their abilities, in the interest of a successful outcome for the project.

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## 2. Project Scope

The project scope is limited to meeting the 'Essential' requirements, as defined in section 4 of the Requirements Specification document (Version 1.1, dated 18 August 2015). The prioritisation of the requirements was agreed by the Project Owner and the Group on 18 August 2015.

Each requirement belongs to one of three priorities:

- **Essential:** Something that must be included.
- **Important:** Something that is desirable, but not essential.
- **Moderate:** Something that is desirable, but of lower priority than an Important requirement.

All requirements outside of the 'Essential' priority are not included as part of the project scope. The completion of these requirements will be decided at the full discretion of the Group, except where a non-'Essential' requirement must be completed in order to meet an 'Essential' requirement.

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## 3. Project Purpose and Intentions

The project is a learning experience for the Group. The deliverables from the Group will be considered academic work only, and will not be of distributable, sellable quality. It can be assumed that the final deliverables will not be of industry-standard quality as they are to be produced by under-graduate students.

The purpose of the project is not, however, to provide the Client with free staffing to complete tasks of their best interests alone. The Group will base their decisions and actions on the requirements and intentions of the AUT BCIS Project course. All of the Client's requests will be considered against these requirements and intentions.

The Group is required to meet the assessment criteria stated by AUT. They must work within accordance to the assessment criteria to receive the best possible outcome, as determined by the AUT marking staff.

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#### **4. Meetings and Communication**

All meetings and communication will be practiced in accordance to the Communication Plan (Version 2.0, dated 22 July 2015).

The agreed time for an optional weekly meeting is 11 am on Thursday of each week before the final project deadline (see 6). The Client will endeavour to make themselves available during this time. Most communication will take place outside of this meeting, primarily via email.

Any communication correspondence, including meeting minutes and recordings, emails and documentation may be used as evidence in the project portfolio. All correspondence will be kept private, and will only be shared with AUT staff for marking purposes.

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#### **5. Ownership**

All work and deliverables completed by the Group will remain the sole possession of the Group. Any use of the work completed as part of this project must be agreed unanimously by all members of the Group.

Any components of the project contributed by the Client (i.e., software licenses or code) will remain property of the Client.

The Client must be of the understanding that by participating in this project they are helping to further the education of the Group. The Client must not be of the perception that their participation in the project will benefit them financially.

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#### **6. Deadlines**

All deadlines are to be met in accordance to the Project Plan (Version 4.0, dated 10 August 2015). The final deadline date of the project is 25 October 2015 — the project will be completed on or before this date.

All members of the Group will be bound by the deadlines set down by the AUT BCIS Project schedule, and those agreed by the Group. Deadlines for development will be created and recorded in accordance to the Extreme Programming development methodology.

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#### **7. Deliverables**

The Group will deliver two prototype Unity Plugins to the Client. It needs to be clearly understood by all parties that the final deliverables will be prototypes only and can be used as a basis for further development.

It is intended that the plugins will meet all of the 'Essential' requirements, as defined in section 4 of the Requirements Specification document (Version 1.1, dated 18 August 2015), but there is no guarantee about how well the requirements can be met within the given time constraints.

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#### **8. Change Management**

Any changes to this agreement must be confirmed by all signing parties. The change request will be assessed by the Group and a Change Statement document must be produced to formalise any agreed changes.

The Change Statement document must be signed by all signing parties in 10.

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## 9. Relevant Documentation

All of the documented referenced in or otherwise relevant to this agreement listed below. If you require a copy of any of the referenced documents, please contact the Project Leader.

Document Title	Version	Date
Requirements Specification	Version 1.1	18/08/2015
Communication Plan	Version 2.0	22/07/2015
Project Plan	Version 4.0	10/08/2015
Meeting Minutes	N/A	Various
Project Proposal	Version 1.1	20/05/2015

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## 10. Signatures

By signing this agreement, I am of a complete understanding of all sections of the contract and any relevant documentation. I confirm that I am in agreement with all sections above and any relevant documentation.

Title	Name	Signature	Date
Project Leader	Jason Gerbes		20/08/15
Project Owner	Alexis Rabadan		20/08/15
Project Supervisor	Roopak Sinha		20/08/15