

AI Project Design and Development Module
Project Name: PROJECT2

Team Name: Project2C23
Date: 15 JAN 2024

GOALS: What are our team goals for this project?

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

Our team's primary goal for this project is to deliver a high-quality product that meets or exceeds customer expectations, ensuring customer satisfaction and loyalty.

We aim to enhance collaboration and communication within the team, fostering a culture of innovation and continuous improvement throughout the project lifecycle

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

We expect consistent attendance at meetings, valuing each team member's presence and contribution to foster a collaborative and inclusive environment.

We anticipate a commitment to delivering high-quality work, with a focus on accuracy, attention to detail, and meeting agreed-upon standards, ensuring our collective efforts contribute positively to the project's success.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?

Establish and adhere to a clear communication protocol, ensuring regular updates, feedback, and a transparent flow of information. Regularly review and adjust project timelines and milestones based on progress and potential challenges. Foster a culture of open-mindedness and constructive feedback, encouraging continuous improvement and innovation within the team.

CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?

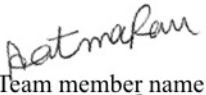
Performance Reviews: Conduct regular performance reviews to assess individual and team progress against goals and expectations.

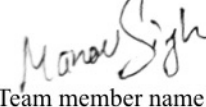
Clear Expectations: Clearly communicate expectations, policies, and procedures from the outset, ensuring everyone is aware of their responsibilities.

Feedback Mechanism: Establish a constructive feedback mechanism to address non-performance promptly, providing guidance and support for improvement.

We share these goals and expectations, and agree to these policies, procedures, and consequences.


Team member name


Team member name


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