

Team Contract

Team Name: **Team Transparency**

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 goals for this project are to foster and grow an efficient and communicative team that not only meets deadlines but excels in our projects. Through this project, we are looking to develop our team building skills, communication skills, and deliver high quality results.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
Because of distance and time zones, team meetings may not be possible, but we endeavor to be respectful, communicative, and to provide our best possible work in all team communications.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
For our small team and the timeframe that we have for the module, we need only agree to be communicative on all team projects and have a clear idea of what component each member will be overseeing. Ideas should be freely shared and never dismissed without consideration. Team evaluation of outcomes will be communicated and discussed in the team chat.
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?
We believe that the team can initially operate without a project lead. If a project lead is required, we can always agree on one and go from there. The need to rotate roles will be determined on how the initial setup works and if a project lead is deemed appropriate.
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
Non-performance, disregard of policy and procedures, or extended disagreements will be dealt with by the rest of the team, if they become an extended issue, the

module tutor will be involved to mediate. If there are extreme circumstances, such as plagiarism, they will be dealt with according to the Academic Offences Procedures outlined [here](https://www.my-course.co.uk/mod/glossary/showentry.php?courseid=14&eid=12627&displayformat=dictionary) (https://www.my-course.co.uk/mod/glossary/showentry.php?courseid=14&eid=12627&displayformat=dictionary)

By signing this contract, we confirm that:

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

Trevor Woodman – Jan 28 2023

Team member name and date

Dheeran Calder – Jan 28 2023

Team member name and date

Uthman Adams – Jan 28 2023

Team member name and date

Daud Ahmed – Jan 31 2023

Team member name and date

Team member name and date