

Team Contract

Team Name: Group C

GOALS: What are our team goals for this project?

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

Objectives: Create an intelligent agent for Academic Research Online to automate the processes of gathering, processing, and storing data from given sources.

What We Want to Accomplish: Provide a complete functional system that is fully operational, reliable, and efficient that has been rigorously tested.

Skills to Develop/Refine: Further developing Python, web scraping (Beautiful Soup, Selenium), BDI agent design, collaboration, and Agile project management.

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

Attendance: Arrive on time for every meeting and be present.

Participation: Engaged fully and provide all necessary ideas, comments, and work.

Communication: Provide relevant updates and promptly reply to team communication.

Quality of Work: Output is submitted on time, accurately documented, and data is fully and comprehensively analysed.

Collaboration: Support other team members to achieve given tasks and handle disputes amicably.

Deadlines: Finish all tasks within the project scoped milestones and the last project deadline.

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

Preparatory Tasks: Attend pre-meetings and the review session allocated for the work that is to be done ahead of the meeting.

Idea Generation: Capture and discuss all ideas put forth to engender a ideas without fear of negative feedback.

Decision Making: For important decisions, the group must reach a consensus or vote.

Evaluation: Check progress at consistent intervals against the objectives and the defined metrics of success.

Documentation: Meeting records, decisions, and action items are to be documented.

Accountability: Maintain control of the defined activities and deliverables and complete the activities by the timelines set.

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?

Project Lead: **Mariam Almarzooqi** – Manages project timelines, tracks progress, and ensures deadlines are fulfilled.

Technical Lead: **Majed Alzaabi** – Responsible for the supervision of the programming sections, the architecture of the system, and any technical queries.

Data and Documentation Lead: **Koulthoum Flamerzi** – Responsible for web scraping, data cleansing and transformation, as well as creating the relevant documents.

Rotation: Team member roles can change later to enable every member to cultivate diverse competencies.


CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

Non-Performance: Initially, address the problem with the team member personally to learn more about their difficulties. If no solutions are found, bring it up with the team to redistribute responsibilities or modify the workload. Persistent cases may be escalated to the instructor or project supervisor.

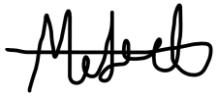
Disagreements: Managed through conversations where everyone can speak their mind. If no agreement is achieved, the decision reverts to the majority rule, with respect to the minority rationale.

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



Mariam Almarzooqi, 13-08-2025



Majed Alzaabi, 13-08-2025



Koulthoum Flamerzi, 13-08-2025