**Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| * Complete and submit the project report on time, meeting all requirements of the brief. * Learn and apply key concepts of data modeling, ER diagrams, and database tools. * Strengthen teamwork, project planning, and communication skills in a virtual setting. * Help each team member grow by working to their strengths while supporting their learning in unfamiliar areas. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * Equal participation is expected from each member. Tasks and responsibilities will be distributed according to individual strengths and areas for growth, ensuring that everyone contributes meaningfully to both the technical and documentation aspects of the project. * Open communication should be available on a daily basis outside of each participants work hours in the form of Whatsapp. This can be used to discuss small issues and schedule meetings where necessary. * Meetings will be held via Zoom when necessary to allow for ease of communication and discussion. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Each meeting will have a short agenda shared at least 24 hours in advance of the meeting. * Meeting notes will be recorded documenting meeting outcomes and assigned tasks and will be shared with the group. * Ideas and feedback shared should be constructive, respectful, and focused on improving the project quality. |
| 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 Manager:** Oversees timeline, coordinates meetings, and ensures deadlines are met. * **Technical Lead**: Oversees the database design and tool selection; helps guide those with less technical experience. * **Document Editor:** Record meeting outcomes/assignments , Assembles the final report, , ensures writing consistency, and tracks references. * All members will contribute to ideation, research, and writing. * Roles may rotate if needed, but each member is encouraged to step up where they are strongest. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * If a team member consistently fails to contribute or communicate, the issue will be discussed directly in a team meeting. * Disagreements will be resolved by discussion and majority consensus; if needed issue will be escalated to the instructor with a record of communication and agreed tasks. * Mutual respect is expected at all times—no personal criticism, only feedback on work and process. |

By signing this contract, we confirm that:

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

Team member name and date

Team member name and date

Team member name and date

Team member name and date

Team member name and date