**Team Contract**

**Project Name: HiTech**

**Project Team Members Names and Sign-off:**

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Antonio Esposito** |  |
| **Maurizio Maria Fabrocile** |  |

**Code of Conduct:** As a project team, we will:

* Work proactively, anticipating potential problems and working to prevent them.
* Keep other team members informed of information related to the project.
* Focus on what is best for the entire project team.

**Participation:** We will:

* Be honest and open during all project activities.
* Encourage diversity in team work.
* Provide the opportunity for equal participation.
* Be open to new approaches and consider new ideas.
* Have one discussion at a time.

**Communication:** We will:

* Decide as a team on the best way to communicate. Because a few team members cannot often meet face to face, we will use e-mail, a project Web site, and other technology to assist in communicating.
* Work together to create the project schedule and enter actuals into the project management system by 15:00 every Saturday.
* Present ideas clearly and concisely
* Keep discussion on track.

**Problem Solving:** We will:

* Encourage everyone to participate in solving problems.
* Only use constructive criticism and focus on solving problems, not blaming people.
* Strive to build on each other’s ideas.

**Meeting Guidelines:** We will:

* Plan to have Online meeting agreed upon according to members’needs, at least twice a month.
* Meet more frequently if necessary
* Record meeting minutes and send them by e-mail within 48 hours of all project meetings, focusing on decisions made and action items from each meeting.