**Team Contract**

Team: Gesine, David, Tobi – Group 1

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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? |
| * Apply the theoretical learnings from this course to a practical example * Explore the pros and cons of various project methods * Foster effective teamwork and communication |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Weekly Meetings on Monday (after work hours) * Collaborative One Note to summarise our thoughts and findings * Go through open/completed tasks in our weekly meeting * Start on time * Practice respect for yourself and others * Come prepared to do your part * Be a good listener * No put-downs * Make sure everyone gets a chance to contribute or speak and express opinions * Accept constructive criticism gracefully |
| 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: Gesine * Requirements Manager: David * Project Analyst: Tobi |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * Analyse why tasks are not completed and discuss how we can solve issues * Reassign the tasks to another team member if the tasks cannot be completed |

By signing this contract, we confirm that:

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

Gesine Linn Hamberger, 31.01.2025

Team member name and date

David Abiodun, 31.01.2025

Team member name and date

Tobias Zeier, 31.01.2025

Team member name and date