**Team Contract**

Team Name: Group A Date: 21st January 2021

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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? |
| With this project our goals are simple, we expect the tasks to be completed in a professional and in a high standard which meet the specified user requirements. While doing this we also would like to develop some better communication and teamwork skills, that will help us in our future endeavors. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| In regards to what we expect from each other at the bare minimum is for everyone to attend weekly group meetings. This is because we would need to discuss how things are going with our tasks and also so where everyone is in terms of meeting their weekly objectives. Tying into that would be everyone completing their tasks on time we don’t want to waste time having to wait for another member to finish their task so we could carry on with ours, but saying this if they are stuck we expect them to at least communicate this to the rest of the group so we could solve it. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| A policy we have decided on is that every member should turn up on time to group meetings so we can discuss where we are, and if a member isn’t available they should give a notice so we could either do the meeting without them or change the day of the meeting. Another policy we decided on is that all group members should respect each other and not discourage each other if someone else cannot get something done or isn’t in the same mindset as them on a topic. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| If a team member starts breaking rules or not turning up to meetings we decided the first action we will take as a consequence would be just warning them and trying to encourage them to turn up, however; if it keeps carrying on we would have no other option then informing our superiors (Teachers) to deal with them in whatever fashion they find suitable. If a member is not performing, however; is still trying instead of harsh consequences we decided we could give them a hand and try to split up what they are doing with members who are more capable in that department. |
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We share these goals and expectations, and agree to these policies, procedures, and consequences.

Aykut Inalan

Team member name

Burak Kavus

Team member name

Tevin Awuakye

Team member name

Steven Naaba

Team member name

Ciaran Lyne

Team member name