

Team Contract

This team agreement functions as a set of guidelines and rules to facilitate the optimal collaboration of the project team throughout the project's duration. It is a dynamic document, subject to updates as necessary during the project. Any modifications will be deliberated upon and approved by the project team members.

Team Members:

Name	E-mail
1. Muhammad Adam Hafizi bin Hashim Tee	Killerdies02@gmail.com
2. Amir Faiz bin Mokhtar	Amir02@yahoo.com
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4. Nawal Izzah binti Azhar	Nawal223@onnorokom.com

Team Goal: The objective of this team is to arrive at the most effective strategic decision regarding company policy. This will be achieved through bi-weekly meetings for planning and task distribution for the upcoming week, analyzing collected data, and summarizing the progress made.

Meeting Place and Time:

We as a team are planning to meet twice a week to complete the respected project.

1. We will convene every Wednesday, allocating 20 minutes post-class, to discuss upcoming tasks.
2. The second meeting is scheduled for Monday after the class session.
3. Punctuality is crucial; meetings will commence and conclude promptly.

A. Code of Conduct: As a team, we will:

1. Proactively anticipate potential issues and take active measures to prevent them from arising.
2. Respect and value the ideas of each team member, fostering a collaborative approach to sharing the project workload.
3. Sustain open lines of communication by consistently updating fellow team members with project-related information.
4. Prioritize the overall well-being of the entire project team when making decisions, considering the collective impact.
5. Demonstrate unwavering commitment by actively participating in and seeing through the completion of the team project.

B. Participation: We will:

1. Establish a team leader through unanimous agreement among all members, ensuring that members adhere to and abide by the final decisions made by the team leader.
2. Outside of scheduled meetings, facilitate communication among team members through telephone, email, or face-to-face interactions.
3. Promote equal participation opportunities for all team members.
4. Cultivate an environment that embraces new approaches and is open to considering innovative ideas.
5. Advocate for discussing one topic at a time during team deliberations.
6. Ensure proactive communication by informing the team leader well in advance if a team member anticipates missing a meeting or may encounter challenges meeting a deadline for a given task.
7. Orient the team's focus toward collaborative problem-solving rather than assigning blame to individuals.
8. Clearly and concisely articulate ideas, maintaining a focused and on-track discussion.

C. Tasks Need to Perform:

1. Compile a list of tasks required for a specific work or project during the meeting.
2. Once the task list is established, the team leader, with members' consent, will allocate tasks to individual team members.
3. The tasks encompass a range of activities, such as reading materials, preparing presentations, meeting individuals, gathering information, taking notes, and any other tasks essential for the honest completion of the project.
4. During Wednesday's meeting, the team will deliberate on the upcoming tasks for the following week and designate responsibilities for each task.
5. In Monday's meeting, team members are expected to prepare essential information on the meeting topics and present the outcomes of the tasks assigned on the previous Wednesday.

D. Ground Rules:**a. Decision Making Process:**

As a project team we will:

1. Whenever possible, make decisions grounded in data.
2. Actively pursue the acquisition of necessary information or data.
3. Prior to selecting an option, engage in discussions regarding decision criteria such as cost, time, and impact.
4. Foster an environment that encourages and explores diverse interpretations of data. Gather input from the entire team before arriving at a decision.
5. The team leader will make the final decision with the unanimous consent of all members.
6. In instances of unresolved conflicts among team members, the team leader's decision will be deemed final.

b. Meeting Behaviours:

1. Each member is required to attend meetings thoroughly prepared.
2. Punctuality is essential for all members, as tardiness reflects a lack of respect for others' time.
3. The team is characterized by an open-minded approach, ensuring that the pros and cons of every idea are openly discussed. Consequently, sidebar conversations are not permitted during meetings.
4. Behaviors such as sitting silently, engaging in phone conversations, or disengaging after the meeting are not acceptable.

c. Problem Solving:

In the event of a conflict, as a project team, we will:

1. Embrace conflict as a normal aspect of team dynamics and an opportunity for personal and collective growth.
2. Prioritize understanding the interests and desires of each party involved before reaching conclusions or solutions.
3. Maintain an open and attentive ear to different points of view.
4. Validate understanding by repeating back what is perceived and acknowledging the valid points made by others.
5. Express personal viewpoints and interests in a nonjudgmental and non attacking manner.
6. Endeavor to identify common ground for mutual agreement.
7. Foster active participation from everyone in problem-solving endeavors.
8. Utilize only constructive criticism in discussions.
9. Strive to build upon and enhance each other's ideas.
 - a. I actively contributed to the development of the standards, roles, and procedures outlined in this contract.
 - b. I acknowledge my obligation to adhere to these terms and conditions.
 - c. I recognize that failure to abide by these terms and conditions will entail consequences.

1) _____ date _____

2) _____ date _____

3) _____ date _____

4) _____ date _____