

Team Contract

Project Name: collaboration peer teaching system.

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Hazem Hamada Adbellatif mohamed	<i>Hazem Hamada</i>
Catriona Cornett	<i>Catriona Cornett</i>
Ryan Gemmell	<i>Ryan Gemmell</i>
Steven Perry	<i>Steven Perry</i>
Robert Shedd	<i>Robert Shedd</i>
Andrew Wampler	<i>Andrew Wampler</i>
Catriona Cornett	<i>Catriona Cornett</i>

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

- Work cohesively, thinking ahead about potential risks and taking the necessary means to prevent them.
- Keep in contact with all team members at all times with any information related to the project
- Work together, and individually with certain strengths to best fulfill the project requirements

Participation: We will:

- Be honest with team members during all activities.
- Distribute work equally.
- Openly discuss team member's ideas.
- Discuss one deliverable at a time.
- Inform project leader and the team well in advance if team member will be absent from meeting or can not meet a deadline for a given task.

Communication: We will:

- Determine best form of communication. Use e-mail, AIM, phone or any other way to assist in communicating, since few members can not always meet regularly.
- Have project leader organize and schedule all meetings with the team and/or stakeholders, and arrange a conference or teleconference as needed.
- Present ideas clearly and concisely.

- Discuss one topic at a time and keep topic discussion on track.

Problem Solving: We will:

- Allow all team members to share input in solving problems.
- Listen to ideas before providing constructive criticism if need be.
- Work with team members to build upon other's ideas.
- Contact higher management (instructor) if help is needed for solving the problem, or certain situation.

Meeting Guidelines: We will:

- Scheduled face to face meetings among team members every week at Saturday.
- Meet with project sponsor as needed for more information and guidance.
- Meet with Subject Matter Expert (SME) as needed for guidance.
- Hold other meetings that pertain to the project as needed.
- Record meeting minutes and distribute to team via e-mail within 24 hours of the meeting.
- Develop an agenda before all meetings with SME and project sponsor.
- Document major issues and decisions regarding the project.