# Team Contract

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| **Project** | Rogers |
| **Team** | Group 5 |

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| **Team Goal/Objective** |
| * Analyze and review Business Problem at Rogers. * Provide a solution to resolve the identified problem. |
| **Team Procedures** |
| * Email, zoom meetings, messages are the preferred means of communication. * Zoom will be used for team meetings every Sunday and Wednesday from 4:00 PM to 5:00 PM. |
| **Team Expectations** |
| * It is expected that every team member will effectively collaborate and actively contribute to the project. * The goal of the team is to identify improvements in Rogers with a succinct analysis and to successfully implement the solution. |

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| **Team Participation** |
| * All team meetings must be attended unless otherwise announced. * Absences must be reported within at least 3 hours’ notice unless there is an emergency. * Team members are expected to actively engage in conversations and contribute to tasks that are assigned to them. |
| **Personal Accountability** |
| * Complete involvement in group projects and activities. * Timely fulfillment of each person's obligations and tasks. |
| **Consequences for Failing to follow procedures** |
| * Initial violation: A verbal warning to the team member * Subsequent violations: Written alert with team leader escalation. * Ongoing non-compliance: Additional reporting to the project coordinator and possible task redistribution. |

**Roles and Responsibilities:**

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| **Name** | **Role** | **Responsibilities** | **Signature** |
| Aiswarya Raj | PM | RACI matrix, Formatting of Final Document | AR |
| Rakesh Mahendranath | APM | SWOT Analysis | RM |
| Vignesh Ramasubramanian | BA | PESTEL Analysis | VR |
| Het Patel | BA | Balanced Score Card | HP |
| Charumathi Sathish | BA | Overview of the Company | CS |
| Govind Kala Raveendran | BA | Overview of the Company | GK |