Team Contract  
**Team Name:** Team 99  
**Date:** February 10, 2025

Goals  
**What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?**  
Our primary goal is to deliver a high-quality project that earns an exemplary grade in the class. Additionally, we aim to gain professional experience and learn from the technical expert we are collaborating with. By deriving valuable insights, we intend to present our findings and recommendations effectively to the technical expert.

Expectations  
**What do we expect of one another regarding attendance at meetings, participation,  
frequency of communication, the quality of work, etc.?**

1. **Equal Contribution:** All work should be evenly distributed. If a team member feels  
   overwhelmed, they must communicate with the team for assistance.
2. **Communication and Meetings:** All communication will take place on the team’s group chat channel. Primary meeting times are Monday or Wednesday afternoons.
3. **Timely Completion:** All tasks must be completed by the agreed-upon deadlines.

Policies & Procedures  
**What rules can we agree on to help us meet our goals and expectations?**

1. **Attendance:** Team members must notify the group as soon as possible if they cannot attend a meeting. They are responsible for catching up on missed updates.
2. **Deadlines:** If a member cannot meet a deadline, they must inform the team promptly. Failure to do so will result in a team intervention.
3. **Quality of Work:** Each member is expected to produce quality work. If the team feels someone is falling behind, it will be addressed directly with the goal of providing support.
4. **Open Communication:** Members must reach out proactively if they require assistance or if they are unavailable for team commitments.
5. **Transparency:** Members should be clear about their time availability and willingness to participate. If someone is unable to contribute, the team must be informed in advance.

Consequences  
**How will we address non-performance regarding these goals, expectations, policies, and procedures?**

**Missed Meetings:**

* The team member is responsible for notifying the group in advance and must follow up to receive updates on what was missed.

**Missed Deadlines:**

* The team members must notify the group if they cannot meet a deadline. If they fail to do so and a deadline is missed, a team intervention will be conducted.

**Poor Quality Work:**

* If the team feels a member’s work is below expectations, the issue will be addressed constructively to provide support. Members struggling with project concepts must communicate their challenges to the team for assistance.

Expected Grade  
**What grade do you expect at the end of this project?**  
A+

Signatures  
**We share these goals and expectations and agree to these policies, procedures, and consequences.**  
Team Member Name Signature (in lieu of physical signature)

Skylar Jones