

Team Contract

Team Name: Group 2

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<ul style="list-style-type: none">• Identify, analyse, and gain an understanding of IT system risks and problems.• Identify tools, techniques and methodologies to mitigate risks.• Develop the skills to critically reflect solution strategies.• Management of a development team in a virtual professional environment.• Create a comprehensive risk assessment and report, recommending which of the three solutions the company should select.• Create a Disaster Recovery solution for whichever option you recommend.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ul style="list-style-type: none">• Regular and active participation in discussions.• Critical questioning of the contributions of the group members.• Respectful handling of contributions and a friendly communication culture.• Communicative willingness to schedule appointments. If it is not possible to take part in the meetings, this should be communicated as early as possible.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
<ul style="list-style-type: none">• Results and decisions must be made with the consent of all group members. If there are different opinions, a compromise must be found so that all team members agree.• No idea or approach will be discarded as long as it has not been refuted by source or is discarded in consultation with the group.
ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?
<ul style="list-style-type: none">• Submitter (Person will be responsible for assignment submissions) –

Zihaad Khan / Michael Geiger

- Editor / Proof Reader (Person will be responsible for editing and proofreading assignments so that the format and grammar is correct) - **Michael Geiger / Kingsley Onyeemeosi**
- Minute Taker (Person will be responsible for recording all relevant notes and action items during meetings) – **Richard Meadows**
- Meeting Scheduler (Person will be responsible to schedule meetings) – **Zihaad Khan**

CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

- Disagreements are resolved through discussion. Pay attention to friendly interaction. If, however, no solution can be found, the majority will decide.
- Misconduct by group members is addressed in the group.

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract

Zihaad Khan - 13/03/2022

Team member name and date

Team member name and date

Richard Meadows – 15/03/2022

Team member name and date

Onyeemeosi kingsley – 15/03/2022

Team member name and date

Michael Geiger – 15/03/2022

Team membername and date