

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?

❖ We seek to accomplish:

- The primary objective of our team, which is to successfully complete and pass the allocated software engineering project management assignments within the given time frame, with as few issues as possible.
- A grade of 60% or higher by ensuring the quality of work is up to standard.
- To learn as much from one another's previous experiences as possible.
- To engage with the course content effectively and practically through the assignments.

❖ We aim to Develop:

- Teamwork
- A deeper understanding of the phases and relevant tools within a software project
- Skills within the different roles pertaining to a real-world project
- Distributed collaboration

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- Treat each other with respect, courtesy, and professionalism at all times.
- Communicate openly and honestly, and listen actively to each other's ideas and feedback.
- Foster an inclusive environment where all team members feel valued and included.
- Encourage and support the contributions of every team member to the best of their ability.
- We will remain flexible and adaptable throughout the project, willing to make adjustments and changes as needed to ensure success.
- We will hold each other accountable for meeting individual responsibilities and completing assigned tasks in a timely and effective manner.
- The team will establish a clear plan of action, outlining the project's scope, requirements, and timelines. We will review and refine this plan throughout the project as necessary to ensure we stay on track.
- The Team agrees to maintain open and regular communication through the following channels:
 - Whatsapp group
 - Private email
 - University email

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- a) Timeliness for meetings, discussions, and other project-related activities.
- b) Communication: maintain an open discussion about ideas and preparation.
- c) Diversity of thought, we recognize the importance of diversity in generating ideas.
- d) We will utilize objective criteria for evaluation.
- e) We will give constructive feedback with the final aim to deliver a better result and help teammates.

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?

Each team member will have specific roles assigned to him/her in line with those required by the project case study. These roles and responsibilities will be clearly defined and agreed upon by all team members at the first official meeting on 13/05/2023, and signed off via the acceptance of the respective meeting minutes.

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

- a) Address issues promptly, openly, and respectfully via the communication means specified.
- b) Gather and seek to understand the perspective of all parties involved.
- c) Focus on the problem at hand, not on personal issues or past conflicts. Dealing with issues in a professional manner.
- d) Seek a solution that is acceptable to the Team through engagement.
- e) If a consensus cannot be reached, the module tutor will be contacted to aid mediation and achieve a resolution.

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

Michael Botha - 12/05/2023

Victoria Thompson - 11/05/2023

Wang Wang - 12/05/2023

Andrea Gussoni - 12/05/2023

Emmanuel Eshun-Davies - 12/05/2023