**Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_”Strategy”\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| The team goal is to produce artefacts of a quality meeting the specified grading criteria so as to achieve 70%, and within the required time allocations.  Overall, we aim to improve our abilities both as it pertains to technical and soft skills. Especially with regards to: planning, time management, communication, secure development and Python language as well as framework nuances. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| We agree to meet officially once a week. However, we intend to maintain continuous communication through instant messaging, but still respect one another’s personal time.  It is important to be prepared and on time for prior arranged meetings. Notification is required if for any reason someone cannot participate in a meeting or is running late.  We commit to produce work at the best of our personal abilities. |
| 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 task plan needs to be created which facilitates the S.M.A.R.T management of goals. Activities will be allocated as agreed. Evaluation timeslots will be planned to gauge our progress. |
| 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? |
| For this project, we will assume the role IT software consultants collaborating in equal parts until completion of the project. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| Discrepancies or concerns are to be raised with one another directly. Should a resolution not be possible escalation will be made to our tutor Cathryn Peoples, who can then meet with us and arbitrate the matter. |

By signing this contract, we confirm that:

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

Gennaro Coppola, 14/11/2021

Team member name and date

Michael Botha, 14/11/2021

Team member name and date

Team member name and date

Team member name and date

Team member name and date