

Team Contract

Team Name: Group 3

<p>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p>
<p>Project Goals :</p> <ul style="list-style-type: none">• Complete all tasks and assignment in a timely manner and at a high standard as a team. <p>Skill Development:</p> <ul style="list-style-type: none">• Security and Risk Management• Working as a team• Communication Skills• Conflict Resolution• Time management• Planning• Problem Solving
<p>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</p> <ul style="list-style-type: none">• Idea sharing• Problem-solving• Respect for others• No Finger pointing• Voice out for difficulties• Punctuality in Meetings• Notify team members when unable to attend meeting or if will be late• Weekly Meetings, ad-hoc meetings if necessary• Usage of WhatsApp group platform to convey short and important messages/notifications/reminders to team members
<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</p> <ul style="list-style-type: none">• Meetings will begin and conclude promptly.• Members will notify other members if they could not able to join the meeting.• Participants will finish the duties they agreed to at an acceptable standard

- Members will express their opinions and pose sincere inquiries to improve understanding.
- Any work or task that will be completed earlier, later, better, or worse than anticipated will be reported to the group.
- Conflict will focus on concepts rather than people.
- No Finger pointing
- All assignments must be completed 2 days before the official deadline to review and scrutinize the quality of the assignment before submission.
- The team contract is subject to be amended by all team members on joint agreement.

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?

- All team roles will be flexible and will be allocated per assignment and as agreed by the team in meetings.
- Team members will host and minute weekly meetings rotationally.

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

- Non-performance of members will be expressed by means of the peer-review assessments.
- Resolving disagreement – through discussion and vote at the end of discussion if members could not come to the same consensus.

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

NK-Mlambo

Nkosana Mlambo 15 August 2022

R James

Robert James (Aug 15, 2022 14:39 GMT+1)

Robert James 15 August 2022

Amit Pahuja

Amit Pahuja (Aug 15, 2022 09:32 PDT)

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