

Project Team Contract

Team Name: WIN BELIZE Date: 10/01/2023

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<ol style="list-style-type: none">1. Successfully complete the project within the specified timeframe.2. Deliver a high-quality end product that meets the project requirements and expectations.3. Enhance our collaboration, communication, and time management skills throughout the project.4. Improve our problem-solving and critical thinking abilities through project challenges.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ol style="list-style-type: none">1. Attend all scheduled meetings and actively participate in discussions and decision-making processes.2. Maintain regular communication and update the team on individual progress, challenges, and contributions.3. Contribute to the project with high-quality work that aligns with the project's objectives and standards.4. Respect deadlines and manage time effectively to ensure timely completion of assigned tasks.5. Show respect, understanding, and openness to diverse opinions and ideas within the team.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?
<ol style="list-style-type: none">1. Regular team meetings will be scheduled, and attendance is mandatory. Notify in advance if unable to attend.2. Communication channels will be established for effective and efficient sharing of information and updates.3. All work will be submitted according to set deadlines and will undergo a review process before finalization.4. Decisions will be made through a consensus-based approach, considering the input of all team members.5. Disagreements will be addressed respectfully and resolved through open dialogue and compromise.
CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?
<ol style="list-style-type: none">1. Discuss the issue within the team to understand the reasons and challenges faced by the individual.

2. Offer support, guidance, or additional resources to help the team member overcome obstacles and meet expectations.
3. If non-performance persists, the team lead or designated team member will address the issue with the involved individual privately.
4. Escalation to higher authorities or restructuring of tasks may be considered as a last resort if non-performance continues to impede project progress and jeopardize project goals.

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Vanessa Coote

Team member name

Jasmine Carter

Team member name

Michael Thompson

Team member name

Team member name