**Team Contract**

Team Name: Group B

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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? |
| Our team’s main goal is to collaboratively produce a high-quality project report that meets all assignment requirements and demonstrates professional standards. We aim to develop an intelligent agent tailored to a specific domain—either Digital Forensics or Academic Research Online—that can identify, retrieve, process, and store relevant data effectively. Beyond delivering a successful solution, we seek to enhance our technical skills in agent-based system design, data processing, and problem-solving. Additionally, we want to refine essential teamwork skills, such as clear communication, effective time management, and collaborative decision-making. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| We expect all members to attend scheduled meetings regularly, contribute actively to discussions, and communicate promptly via our chosen channels. Participation should be consistent, with each member delivering quality work on time to maintain steady progress. We will maintain transparency on progress updates and address challenges collectively. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| Our agreed procedures include preparing in advance for meetings, contributing ideas openly, and ensuring that all deliverables undergo peer review before submission. We will evaluate outcomes against the agreed success criteria and refine our work accordingly. |
| 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? |
| The roles within the team will include a project lead to coordinate activities, a technical lead to oversee coding and system design, a documentation lead to ensure clarity and completeness of the report, and a quality reviewer. Roles may rotate depending on task requirements to ensure skill development for all members. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| If a member fails to meet expectations, the issue will first be addressed privately, followed by a team discussion if necessary. Disagreements will be resolved through open discussion, with decisions made by consensus or majority vote to keep the project moving forward. |

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

Shaikah Salim Mohammed Alkhaayyal Alharthi 15/08/2025

Team member name and date

Abdulrahman Alhashmi 15/08/2025

Team member name and date

Saleh Almarzooqi 15/08/2025

Team member name and date

Ahmad Salim Khamis Almutawa Alnaqbi 15/08/2025

Team member name and date

Team member name and date