

Team Contract

Team Name: MASH

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 primary goals for this project are:

- To successfully complete the project by assessing and applying appropriate software engineering project design and management methodologies, tools and techniques.
- To develop and refine our skills in system-level design and development, particularly in the context of risk, quality and complexity management.
- To enhance our ability to work effectively as part of a development team in a virtual professional environment.

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 the following from each team member:

- Attendance at Meetings: Regular attendance at all scheduled meetings.
- Participation: Active participation and collaboration in shared documents, meetings, discussions and tasks.
- Frequency of Communication: Frequent and clear communication through agreed-upon channels.
- Tracking Tasks: Keeping assigned activities up-to-date and proactively managing tasks and timelines.
- Quality of Work: High-quality contributions that meet agreed-upon standards and deadlines.

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

To help us meet our goals and expectations, we agree on the following:

- Preparatory Tasks: Each team member will complete any preparatory tasks before meetings.
- Using Project Management Tools: Each team member will use tools such as Trello to manage their tasks and activities.
- Using Team Collaboration Tools: Each team member will utilise collaboration tools such as the G-Suite (Google Sheets, Google Docs...) to enable the team to complete the project.
- Generating Ideas: We will use brainstorming sessions to generate ideas collectively.
- Evaluating Outcomes: We will regularly evaluate our progress and outcomes against our goals and adjust as needed.

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?

We need the following roles for this project:

- Project Lead: Coordinates the project, facilitates decision-making, and ensures the project meets its goals.
- Timekeeper: Manages the project timeline, keeps meetings on track, and monitors progress against deadlines.
- Communication Coordinator: Ensuring all team members are informed and meeting minutes are recorded.
- Quality Assurance: Ensures all deliverables meet quality standards through testing and provides feedback for improvements.

Roles will be allocated based on individual strengths and interests. If needed, roles can be rotated to ensure all members gain diverse experience.

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

To address non-performance and resolve disagreements, we agree on the following:

- Non-Performance: If a team member is not meeting expectations, the issue will be discussed with the individual, and a plan for improvement will be developed.
- Disagreements: We will use the "Disagree and Commit" principle. All team members will voice their opinions during discussions. Once a decision is made, everyone will commit to it fully.

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

Anda Ziemele, 02.08.24.

Team member name and date

Mario Butorac, 02.08.24.

Team member name and date

Samuel Harrison, 02.08.24.

Team member name and date

Helen Oi Lam Siu, 02.08.24.

Team member name and date