**Part 1 - INTERNAL TEAM ASSESSMENT DECLARATION & APPROVAL**

***Must be completed electronically using Microsoft Word Application & submitted by email to Reza Mohammadi –*** [***r.mohammadi@hw.ac.uk***](mailto:r.mohammadi@hw.ac.uk)

**Team Name \_\_\_\_Team 27\_\_\_\_\_\_\_\_ [B49CB]**

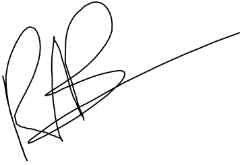
**Team Members: Andrew Leahy, Cameron Maxwell, Chi Hang Tse, Ross Brown, Callum Jardine, Zeon Ojuoko**

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| **Team Name** |  | |
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| **Main Contact Details** | | |
| Name: | Andrew Leahy | |
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| **Team Members** | | |
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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:

Monday’s 1-2pm on Microsoft Teams

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

WhatsApp group chat

1. **Decision-making policy** (by consensus? by majority vote?):

By consensus

1. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Weekly agenda set by – Cameron, all members notified via WhatsApp. Agenda will have allocated times for each activity, keeping members on track.

1. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Callum and Ross will be recording minutes. All minutes and agendas will be shared and stored on Microsoft teams.

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

To create a project indistinguishable from work submitted within a professional setting, regardless of the task.

* 1. **Strategies** to fulfil these standards:

***Four-point plan***

1. Excellent time keeping, ensuring all aspect of project happen on time. Kept in place by both the agenda, and minutes.
2. A group responsibility to complete assigned tasks, enforced by the peer review system.
3. Drafted and completed work reviewed by all team members, keeping all parties on track, making sure work is up to the set standard, and establishing a full understanding of the project, group wide.
4. All individual research must come complete with references for all sources read and for all quoted material.

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

* Meeting agendas agreed upon by all team members
* Record kept of tasks assigned to members and record kept of when tasks are completed.
* Ensure all members agree on which tasks they will be required to complete and make sure everyone gets an equal opportunity to put themselves forward for each task.

1. Strategies for encouraging/including ideas from all team members (team maintenance)

* Keeping a non-toxic environment within the group, making sure everyone feels comfortable speaking and expressing ideas.
* Each member assigned a 3-minute slot at the beginning of each meeting to bring forward their own ideas without the fear of interruption, and/or total disagreement.

1. Strategies for keeping on task (task maintenance):

* Setting deadlines for each allocated task
* Prioritise more important and integral tasks
* Keep to the four-point plan as previously highlighted

1. Preferences for leadership (informal, formal, individual, shared):

Lead via a ‘loose leadership’ style. Though a leader is assigned, each member of the team has an equal amount of power. With the leader in place to keep goals aligned and tasks completed.

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

All individuals have the responsibility of turning up on time for meetings and making sure the level of contribution is always something, be it, agreeing on ideas or suggesting them.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Each member of the group should have full responsibility of keeping each allocated task within the deadline, all task will be done professionally and in a non-rushed manner.

1. Expected level of communication with other team members:

* Make sure that your team knows what you are doing
* Feel free to ask for support from any other team member, if needed
* Positive encouragement from one another
* Mutual agreement on decisions within the group

1. Expected level of commitment to team decisions and tasks.

The decisions and tasks will ultimately be democratic and agreed on by most members of the group. All team members are expected to follow team decisions and tasks, regardless if they agree or not. All comments and suggestions by any team member will be accounted for and taken into consideration when deciding tasks and making decisions.

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| **Consequences for Failing to Follow Procedures and Fulfil Expectations** |

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

Infractions will result in a discussion with the entire team in which we would discuss the type and severity of the infraction. A decision will be made by the group on how to resolve the issue in the best possible way for the individual and team at the same meeting.

1. Describe what your team will do **if the infractions continue**:

If infractions continue, the group will together agree on what internal measures we believe are necessary as well as reporting the issue to the university. We will then work with the lecturer to see if the issue can be resolved or if they have to, as a final measure, have to be removed from the group.

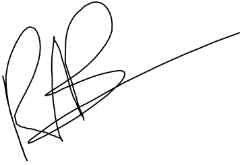
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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

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2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date: 25/09/2020

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date: 25/09/2020

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**INTERNAL TEAM ASSESSMENT DECLARATION FORM**

***TO BE SUBMITTED WITH ASSIGNMENT and in the appendix***

In order to ensure that all team members have participated to the assignment, each must declare their level of contribution to the project. This is not based on number of tasks completed, but **more contribution to the team and completion of the assignment**.

Level of contribution will be allocated to the marks. For example, if all team members have contributed fully to the project then each member’s level of contribution will be 100% and all members will receive the full awarding marks gained. However, if one team member has only contributed 50% of project and this agreed by all team members, that team member will only receive 50% of the awarded marks gained, whilst other members will receive the full 100%. See example.

**Each team member must sign the form and this must be included in the appendix of the final project report.** It is up to the team to discuss and agree contribution, but if no agreement can be made, the team must contact Amos Haniff to arbitrate a meeting.

Team name

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| Team member | Level of Contribution %) | Signed |
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**Example.**

Amos Haniff 100%

Reza Mohammadi 100%

Jo Campbell 10%

Assuming this team is awarded 75% for the assignment, Amos & Reza will receive 75% towards our final mark, but Jo would only receive 7.5%