**Team Contract**

Team: Tobias, Farhad, Mauricio & Gesine – Group 2

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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? |
| * Apply the theoretical learnings from this course to a practical example * Explore the pros and cons of various methods for IS risk assessments * Foster effective teamwork and communication |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Weekly Meetings on Monday (after work hours) * Collaborative One Note to summarise our thoughts and findings * Go through open/completed tasks in our weekly meeting * Start on time * Practice respect for yourself and others * Come prepared to do your part * Be a good listener * No put-downs * Make sure everyone gets a chance to contribute or speak and express opinions * Accept constructive criticism gracefully |
| 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? |
| * Meeting Manager (set up meetings, agree with group members on time slot)-> Tobias * Task Manager -> Mauricio * Writer (take notes) -> Gesine * Fact/References Checker (check if sources are peer reviewed and make sense in the context of this assignment) -> Farhad |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * Analyse why tasks are not completed and discuss how we can solve issues * Reassign the tasks to another team member if the tasks cannot be completed |

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

Farhad Karimov, 05.08.2024

Team member name and date

Mauricio Lozano, 05th August 2024

Team member name and date

Gesine Linn Hamberger, 05th August 2024

Team member name and date

Tobias Zeier, 05th August 2024

Team member name and date