**Team Contract**

Team Name: Digital Defenders

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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? |
| * Complete the Risk Assessment report by the end of unit 6 * Ensure the report is well researched and meet the grading criteria * Produce a report that evaluates the current risks and provide recommendations for the business * Acquire skills in the risk assessment and compliance domain * Enhance teamwork communication and collaboration skills in an online environment * Develop presentation and reporting skills |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * Being a complex and long project, we expect each team member to be proactive attending meetings twice a week for updates and progress on the status of assigned tasks * Communicate daily with the team * Every team member must be engaging in all discussions, bringing in ideas and completing assigned tasks on time, to the best standard, to avoid any delay * The submitted work must be well researched, up to the standards and reviewed by all members |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| * Creation of an Action plan with the assigned tasks for each member of the team * Each member must complete the assigned work on time and be prepared to show it when requested during the biweekly meetings * All the work will be reviewed by the project lead that can ask for modifications and improvements * Ideas and opinions will be discussed in every meeting updating the action plan 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? |
| * Project Lead (Team Member 4) will be organizing the meeting, oversee the project progresses * Team Member 1: Risk Assessment of current business * Team Member 2: Risk Assessment of digitalization progress * Team Member 3: Summary and Recommendations * Team Member 4: Report Presentation and Structure   Each Member is responsible for their assigned role, and we will support each other as needed |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| * Non-Performance: If a team member constantly fails to meet the assigned tasks, we will have to setup a meeting and find a solution * If the issue persists, it will have to be escalated to the tutor * All opinions will be heard and evaluated; every team member will express is thoughts on every matter but once a decision has been made all members will have to respect it * All disagreements are addressed respectfully and productively between members |

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

MATTEO MARCHI (Team Member 1) 07/08/2024

Team member name and date

MUSTAFA HUSSEIN (Team Member 4) |07/08/2024.

Team member name and date

YUSUPHA SAMBA (Team Member 3) |07/08/2024.

Team member name and date

Ibrahim Yussif (Team member2) 07/08/2024

Team member name and date

Team member name and date