

## Team Contract

Team Name: **NISM Group 4**

<b>GOALS: What are our team goals for this project?</b> <b>What do we want to accomplish? What skills do we want to develop or refine?</b>
<ul style="list-style-type: none"><li>• Overall, we are aiming in completing all required tasks to the best of our abilities. We will also ensure that we listen to each other's thoughts and ideas in order to complete each task.</li><li>• We all agree to keep the project on track and mitigate any risks that may arise.</li><li>• We will make sure that all team members are comfortable with the tasks assigned.</li></ul> <p>During this project, we will all try to develop our time management and solving skills. Our main goal upon completion of the project is for everyone to have gained extensive and robust knowledge on the Network and IT Management field.</p>
<b>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</b>
<p>As this is a team effort, we all expect all team members:</p> <ul style="list-style-type: none"><li>• To participate in our team meetings.</li><li>• To be available to group communication (email, IM, etc.).</li><li>• To complete all assigned tasks.</li><li>• To communicate any struggles they might face ahead of time so we can come up with a timely solution.</li><li>• To be respectful of all team members and keep an open-minded approach to all ideas.</li></ul>
<b>POLICIES &amp; PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</b>
<ul style="list-style-type: none"><li>• In general, all team members should contribute equally to all tasks.</li><li>• Be prepared and available for all scheduled team meetings. If a person cannot attend, they should communicate it well in advance so we can either reschedule a meeting without causing any inconvenience to the rest of the team or organise a 1:1 in order to keep up with all available information.</li><li>• All tasks should be completed 1-2 days before the actual deadline, leaving the team with enough time to review, correct and coordinate all documents.</li><li>• We will all be respectful of each other.</li></ul>

**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?**

All team members will contribute to an equal amount of work. Before any task, the team will meet and discuss each person's responsibility. The tasks will be assigned based on prior experience (work/studies) and/or personal preferences (if agreed beforehand by all team members).

We believe all members will feel comfortable working independently on their assigned tasks, therefore each member should assume him/herself as a project manager and make sure their work is at their best of their abilities and double-checked before presented to the rest of the team.

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

We believe that with clear and well-communicated guidelines we will not need to apply any consequences.

It is each member's responsibility to communicate any difficulties they are experiencing and ask for support well in advance. All team members are expected to complete all tasks assigned to them. In case for an unjustified reason, this will not occur, it will be discussed during a scheduled team meeting to provide any required support.

Should there be no improvement to the issues, the problems will be brought to the attention of the tutor.

For as long as we all keep our team spirit alive, we will all manage to succeed.

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

*Rachel Murerwa*

*18/05/2021*

Team member name and date

*Samuel Tselapedi*

*18/05/2021*

Team member name and date

*Antonios Kalaitzakis*

*18/05/2021*

Team member name and date

*Ahmad Alkam*

*18/05/2021*

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Team member name and date

*Till Langbein*

*18/05/2021*

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Team member name and date