# Team Contract

Team Name: _Group 5 (Anastasia Rizzo , Elena Mendes Edwards, Kazuma Hazebayashi, Samuel Adeniyi)

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| GOALS: What are our team goals for this project?<br>What do we want to accomplish? What skills do we want to develop or refine? |
| In order to ensure the success of our project, it is imperative that we establish a system for ongoing evaluation and improvement of our team's performance. It would be wise to identify and capitalise on each individual's unique strengths, enabling us to work more efficiently and productively as a cohesive unit. Effective communication and teamwork will undoubtedly play a crucial role in accomplishing our goals. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| As our team of four lives in different time zones, online meetings are not mandatory but can be arranged if needed. Members will be informed if and when the call is being recorded.<br>Communication can take place through the group in Whatsapp and e-mail. Team members will have access to the project code via GitHub and the final report via Google Docs.<br>All members will be assigned a role to ensure equal participation. Regular updates regarding the progress of tasks will take place within the Whatsapp group, and in case opportunities for improvement arise, team members are expected to contribute. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| Communication, collaboration, and understanding are crucial to achieving our goals as a remote working team.<br>In case of unresolved disagreements, team members are encouraged to seek the assistance of the neutral team member.<br>Team members are also encouraged to prioritise health to maintain productivity. Members should take time off in case they are feeling unwell or burnout. |
| 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? |
| Software Consultants - Samuel Adeniyi , Anastasia Rizzo and Kazuma Hazebayashi. |

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| Agent Design Specialists - Kazuma Hazebayashi, Anastasia Rizzo and Elena Mendes Edwards.<br><br>Agent Development Specialists - Samuel Adeniyi and Elena Mendes Edwards. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures?  How do we resolve disagreements? |
| When a team member is experiencing performance issues, it is imperative to conduct a thorough analysis of the project in order to identify the specific areas that require attention. Once the areas of concern have been identified, it may be necessary to reassess the project goals to ensure that they remain achievable. If the team member is feeling overwhelmed, it may be appropriate to reduce their workload upon request. Additionally, it may be beneficial to provide support to other team members in order to balance the distribution of tasks and ensure that everyone is contributing equitably. Finally, it is crucial to provide guidance and support to the non-performing team member to help them understand alternative methods for achieving project goals. |

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

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Anastasia Rizzo  08 June 2023
Elena Mendes Edwards 08 June 2023
Kazuma Hazebayashi 08 June 2023
Samuel Adeniyi  08 June 2023