

Project Team Contract

Team Name: Pandas

Date: 02/09/2024

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

Key Objectives: Complete each milestone in a timely fashion. *Complete Milestone 2 prior to the March 1st meeting* ensuring time to assess and make necessary changes. *Complete Milestone 3 prior to the March 29th meeting* to make any corrections to the interface, planning, and marketing. *Complete Milestone 4 prior to the April 26th meeting* to ensure the risk management and cover data design have been implemented correctly.

Note: The first meeting after a milestone is due will be used to decide who covers which tasks for the next milestone. Any questions/concerns about the milestone requirements will be answered or noted to be followed up on.

Team Goals: Ensure effective communication and collaboration among the team. Ensure the project is completed on time by meeting key deadlines and milestones. The project will adhere to requirements, standards, and obligations.

Skill Development/Refinement: Improve proficiency in communication and teamwork skills. Learn and implement new project management techniques. Enhance presentation skills through showcasing project progress. Improve problem-solving skills via tackling complex challenges within the project.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

Attendance: Every meeting should be attended. If for any reason a member cannot make it to the meeting, notify the team prior to the meeting so meeting notes can be sent out.

Participation: Every member should participate equally in every meeting. Notify the team prior to meeting/deadline if there will be any issues that might prevent participation.

Communication: Each team member is expected to respond in a timely fashion. This includes responding through email, phone, and/or text.

Quality of Work: The quality of work should be at the highest standard. If any member is struggling to complete the task assigned to them, communicate it to the team at least two days prior to the due date.

Guidelines & Policies: Each member of the team is expected to follow guidelines and project plans established by the team. Any deviations from these guidelines or project plans should be notified to the team to minimize this risk of the project's progress.

<p><u>Accountability</u>: Each member is accountable for their own actions, decisions, and outcomes related to the project. Acknowledge mistakes in order to improve and prevent them from reoccurring.</p>
<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?</p>
<p>*Current Meeting Day: Friday</p> <p><u>Respect everyone's time</u>: Show up to meetings at the appropriate time, making sure to notify the team if you will be absent for a meeting. Let the team know if there will be any delays in completing a task no less than two days prior to the deadline.</p> <p><u>Actively Participate</u>: All team members should contribute ideas, perspectives, and solutions during meetings, and any decision-making discussions.</p> <p><u>Clear Communication</u>:</p> <p>Constructive Feedback: Should be given in a respectful manner, focusing on behaviors and outcomes. Every member should be open to receiving feedback.</p> <p><u>Transparency</u>: Each member should be honest about progress, challenges, and any potential risks to the project.</p> <p><u>Conflict Resolution</u>: Each member should address conflicts/disagreements respectfully, focusing on finding a solution.</p> <p>*Subject to change</p>
<p>CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?</p>
<p><u>Identify the Problem</u>: Document instances of the non-performance which include specific behaviors or actions that are not meeting the established goals, expectations, policies and procedures. Communicate this to said member(s), with emphasis on their impact on the team and project.</p> <p><u>Clarification</u>: Allow for the member(s) to clarify any misunderstanding/challenges they are facing that might contribute to this, which will allow the team to offer support and resources (additional help, partnering/adjustment of responsibilities).</p> <p><u>Monitoring and Feedback</u>: The team will reinforce the goals, expectations, policies, and procedures, emphasizing the importance of adhering to these standards in regards to our team and project as a whole. The team will continue to monitor the member(s) progress toward meeting the standards, providing ongoing feedback with both positive reinforcement and constructive feedback.</p> <p><u>Escalation if Necessary</u>: If the non-performance continues, escalation to Professor will occur for further intervention.</p> <p><i>Note: Contact of the non-performance member will be made directly, then in or after class before escalation to the Professor.</i></p>

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Nicholas Buggs

Team member name

Alaisha Johnson

Team member name

Ajani Roberts

Team member name

Amanda Brown

Team member name