**Project Team Contract**

Team Name: \_Young Smart Men\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_09 September 2023\_\_\_\_\_\_\_

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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? |
| 1. Complete the project and deliver the intended website. 2. Foster teamwork among the team. 3. Develop/refine skills in Java. 4. Develop/refine skills in JavaScript. 5. Understand and embody the responsibilities of a project manager. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| Meeting attendance: if able to attend, it is expected to show up and participate depending on the importance of the topic or upcoming deadline. If unable to attend due to personal reasons, work, class interference simply reach out and familiarize yourself with any information that may have been shared or discussed.  Frequency of Communication: Varies depending on the workload assigned that week. However, ideally there should be two meetings a week, with a minimum of 5 minutes per meeting to quickly exchange any news or changes that may have occurred.  Quality of work: It is expected that every member of the team contributes equally when required. Teamwork is of the essence. If the assignment lead is unable to complete an assignment due to external/internal factors that prevent progress, it is expected that another member, if not all other members, pick up on the work and not allow for the group to fall behind on deadlines. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| 1. Constant communication 2. Dynamic leadership 3. Equal contribution (cycling assignment leads) 4. Weekly meetings if necessary (depending on the workload) |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| We will directly address the lack of performance by holding a supplementary meeting where ideally all wrinkles can be ironed out and adjusted to further the progress of the goal. In the case of failure to adjust and continuous non-performance, the project manager will report the member to the executive sponsor, after a final written email (cc Vanessa Coote) stating to the member their lack of performance has continued and action will be taken if not corrected within a week of receiving the email. |

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

Christopher Perez

Team member name

Jaiden Howard

Team member name

Jamaal Floyd

Team member name

Michael Mondelice

Team member name