

Team Contract

Team Name: Power!

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Learn how to specify a business analytic question, answer it on a dataset using EDA, and concisely present the findings at executive level Work well together as a team, using everyone's strengths and also developing as needed Develop Python and presentation skills Aiming to achieve a distinction grade for everyone 😊
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
Project kick-off meeting <ul style="list-style-type: none">• Agree on which solution we will tackle, team roles and plan Weekly checkpoint meetings; will add more frequent meetings if needed. Agenda: <ul style="list-style-type: none">• Each person given up to 5 uninterrupted minutes to describe personal thoughts and findings from the previous week• Review progress from previous week and set objectives for the next week• Highlight risks and issues and agree how to deal with them• Meeting notes and actions to be taken Ongoing WhatsApp and email contact as needed
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
Each team member should flag in advance if they believe they will struggle to complete their activity for that week. The other team members will assist to ensure the project as a whole remains on-track.
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?
In the first week we will draft and agree a week by week project plan through until final delivery. Based upon that project plan we will allocate roles for tasks, such as: Project manager Key notes taker Academic researcher Business analyst

Software developer Software reviewer
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
We will be respectful at all times Disagreements will be discussed to allow people to feel heard With an odd number of people in the team, if necessary we can vote and we agree that majority will rule and we move on

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

Anastasia Rizzo 12-05-2023

Team member name and date

Astrid van Toor 12-05-2023

Team member name and date

Leigh Feaviour 12-05-2023

Team member name and date