

Team Contract

Project Name: TIROCINIOSMART

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
SIMONE FAIELLA	<i>Simone Faiella</i>
RAIMONDO SERPE	<i>Raimondo Serpe</i>
FRANCESCO D'AURIA	<i>Francesco D'Auria</i>

Code of Conduct: As a project team, we will:

- Work proactively, anticipating potential problems and working to prevent them.
- Keep other team members informed of information related to the project.
- Focus on what is best for the entire project team.

Participation: We will:

- Be honest and open during all project activities.
- Encourage diversity in team work.
- Be open to new approaches and consider new ideas.

Communication: We will:

- Propose ideas clearly and concisely.
- Keep discussions on track.
- Decide as a team on the best way to communicate.

Problem Solving: We will:

- Encourage everyone to solving problems
- Strive to build on each other's ideas.

Meeting Guidelines: We will:

- Plan to have some face-to-face meetings.
- Meet more frequently the first month.
- Hold other meetings as needed.
- Arrange for telephone or videoconferencing for participants as needed.