**IT7351 Project Agreement and Contract**

This document has been written with the purpose of binding the project team for the Retail Web Turnkey to a set of fair and agreeable terms, for their conduct and expectations throughout the course of the trimester.

**Basic duties and expectations:**

The project team members are:

* Expected to report in as many hours as possible throughout the week, approaching an upper limit between 30-35 hours, if possible.
* Attend weekly team meetings and all other scheduled meetings with outside parties (Project coordinators, auditors, advisors), unless prior notice is given. Should prior notice not be provided before being absent from a meeting, disciplinary action may be taken.
* Each team member agrees to leading every third weekly team meeting. This requires producing minutes for the previous week’s meeting, as well as producing the agenda for the next meeting. This role alternates every week.
* Each team member is required to keep an individual count of their personal work hours, which are to be shared for the purpose of being tracked in the teams weekly progress report.
* Should a team member struggle during the project, it falls to the other members of the team to offer assistance and help in overcoming whatever issues are inhibiting progress.

Failure to uphold these requirements may incur disciplinary actions. Success in upholding these requirements will incur rewards, the most notable being less hours being required during later stages of the project.

**Disciplinary actions:**

Should a team member fail to uphold their responsibilities over the duration of the project and the trimester, then actions may be taken to rectify the situation.

* A meeting to discuss the offending member’s failure to meet their agreed upon requirements. This meeting is not to reprimand, but rather to determine what they need to do in order to reach their goals in the future.
* The offending team member may be required to reimburse the other project team members.

**Exit Conditions:**

Should a team member see fit to leave the project team for any reason over the duration of the trimester, they should:

* Provide at least 72 hours to a weeks notice before withdrawal.
* Complete as many of their duties to the team before withdrawal.
* Assist in transferring their duties and work done to the remaining team members.

Extended absences from, or a failure to report to team meetings for three or more consecutive weeks without explanation may constitute as a withdrawal from the team. Failure to meet the outlined requirements for exiting the project team may invoke the involvement of WelTec.

**Non-disclosure agreement**

The contents of the team, advisor and coordinator meetings, including audits, should be kept on a need-to-know basis. This is a requirement so that work completed by the project team doesn’t leak to other teams who may be undertaking a similar project.

By signing this contract, each team member agrees to the terms outlined in the document.

Name: James Owens Signature: Date:

Name: Tom Misikea Signature: Date:

Name: Mark Omadto Signature: Date: