

Team Contract

Team Name: Group 4

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Overall, we are looking to create a group that allows each person to utilize their individual strengths. We will make sure to listen to each other's thoughts, ideas, and unique perspectives in order to solve any problems presented. We hope that this will help each of us to better refine our teamwork and communication skills with others.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
We expect each member to: <ul style="list-style-type: none">• Be fully present during our designated team meetings• Add value to our conversations• Respond to any group communication within 24 hours• Complete any assigned tasks to the best of their ability
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
During team meetings, each member will come prepared and ready for a discussion in order to efficiently use one another's time. Each group member has the right to alter any policies or procedures as they see fit. When bringing up changes to policies and procedures, they should come with a solution to the item they are looking to change. If any issues arise during the course of the project, each team member should feel comfortable addressing it with the broader group.
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?
Most important, as a group, each member will contribute an equal amount of work where no one person feels as though they are carrying the burden of work. However, each member will assume a project manager role during the course of the assignment

so that each member is able to utilize their strengths and work developing their areas of improvement.

CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

In order to have any consequences, clear guidelines and expectations will be set at the beginning of the group project. If we feel as though one member is not contributing an equal amount, it will be brought up during the next team meeting. There will be a discussion on why the member is not performing up to standard, what they need to do in order to meet the standard, and what the rest of the team can do in order to ensure that that team member is able to succeed.

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

Alexander Lain

10/05/2021

Team member name and date

Antonios Kalaitzakis

09/05/2021

Team member name and date

George Alshoufi

10/05/2021

Team member name and date