**Team Contract**

**Purpose**

The purpose of this team contract is to define and commit to the guidelines that will help strengthen the Quality Improvement Team.

**Expectations of Team Members**

The team will help establish and maintain ground rules, lead and participate the team meetings, attend and participate in all team building events, and provide feedback to the facilitator and/or team leader about any Improvements needed in the team building process.

* Team members pledge to follow the Golden Rule.
* Team members will work together to complete group work and labs.
* When meetings are established, team members will do their best to attend and come prepared and on time.
* If problems arise, they will be discussed with any or all of the team members.
* Each team member must have input at every meeting.
* No member will have a permanent job as jobs will be flexible and go with each person’s strengths.

**Group Organization**

* Team meetings to be scheduled on every Tuesday 11 am – 11:30 am.
* Project team should have a meeting with Project Advisor every week.
* Check email/Viber regularly and stay in contact with team members.
* Minimize absences and inform team members prior to absence.

**Meeting Format**

* Focus on current task and work to accomplish it before moving on to other business.
* Work efficiently during team meetings and minimize tangent conversations.
* Major decisions always involve three or four team members present.
* Keep team members informed as to all important issues and concerns – no surprises.
* Any divisive issues are to be discussed thoroughly before any voting is done.
* Document all group discussions and collective ideas.

**General Guidelines**

* Address personal or work problems as they arise.
* Always turn in journals and remind other team members to do so.
* Divide work fairly and discuss any problems.
* Arrive at class meetings on time and be prepared to work.
* Be open to all new ideas.
* Keep good documentation of your work and distribute it to others.
* This team agreement is open to modification and will be reviewed regularly.

**Confidentiality**

The project team

* shall keep the Confidential Information confidential, not copy it and not disclose it to any other person;
* acknowledges the Confidential Information is provided solely for the Purpose and shall not use the Confidential Information for any other purpose;
* agree that disclosures to other project participants will occur only with the written permission of the other  party, and,
* shall not at any time assert any rights in respect of, or contest the Discloser's ownership of, the Confidential Information; and
* shall return or destroy all Confidential Information in its possession at the Discloser's request.

The signatories below hereby release the project to begin the development phase.

|  |  |
| --- | --- |
| Project Advisor  Steve McKinlay | Signed:  Date: |
| Project Manager, Test Manager  Changming Wu | Signed:  Date: |
| Database Specialist, Tester  Hardik Kansara | Signed:  Date: |
| Web Developer, Tester  Kwinno Pineda | Signed:  Date: |
| C# Developer, Tester  Patrick Cura | Signed:  Date: |