Team Contract

Team Name: Team E

GOALS: What are our team's goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
- Achieve a grade of 90% or above.   - Build a solid understanding of Intelligent Agents.   - Collaborate effectively to achieve strong, measurable results.   - Produce a high-quality example suitable for inclusion in our e-portfolio.   - Create a deliverable that is easy to understand for non-technical audiences.   - Structure and present findings clearly and professionally.   - Gather, analyse, and synthesise credible information.   - Deepen knowledge of Intelligent Agents concepts.   - Practice presenting content to teammates for feedback and improvement.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
Attendance   - Always attend scheduled video calls.Be present for all scheduled meetings unless unavoidable; notify the team in advance if absent.   **Frequency of Communication**   - Use WhatsApp for quick updates and urgent matters. Weekly meeting every **Wednesday at 4:00 PM UK time** on Google hangouts.   **Collaboration:** Use Google Docs for sharing thoughts, drafts, and feedback.   **Participation**   - Contribute ideas, complete assigned work, and actively engage in discussions.   - Keep teammates updated on progress and challenges. **Quality of Work**   - Aim for **90% or above** in all deliverables. Ensure accuracy of all work through mutual checking. Collaboratively refine work for clarity, professionalism, and quality before submission.   **Professionalism**

- Treat all members respectfully. Keep discussions focused, constructive, and productive.

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- **Preparatory Tasks:** Review relevant materials before meetings; come prepared with updates or ideas.
- **Idea Generation:** Encourage open brainstorming; no idea is dismissed without discussion.
- **Decision-Making:** Use consensus where possible; if not, majority vote decides. **Evaluation:** Regularly review milestones and adjust plans based on progress and feedback.

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?

- Project Coordination (Lead Role): Murthy Kanuri
  - Responsibilities: Tracking the overall timeline, scheduling meetings, overseeing documentation, ensuring tasks move forward, and serving as the main point of contact.
- Other Roles (Rotated): These could include, depending on the project's needs:
  - Facilitation – leading discussions during meetings.
  - Research & Analysis – gathering and summarising data or references.
  - Technical / Content Creation – drafting, coding, or producing deliverables.
  - Quality Review – checking work for accuracy, completeness, and consistency.
  - Reporting / Presentation – preparing updates for stakeholders.

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

- **Dealing with Non-Performance**
  - The Project Lead will personally discuss a team member performing poorly to understand what is going wrong and how the member can be assisted.
  - If the problem persists, the team will discuss it and its possible solutions with utmost regard for one another and the tasks and members involved.
  - Where the situation persists without any positive resolution, the team might escalate to a management officer, citing previous attempts to rectify the problem.
- **Disagreements Resolution**
  - Constructively resolve the conflict by discussing the critical issues, not the people involved. Everyone should have the opportunity to express his or her opinion.

> ○ Seek consensus, but in the absence of agreement, follow the majority view, provided all members were encouraged to speak.
> ○ Where there are still issues, incorporate a third party who can be objective, such as a supervisor.

By signing this contract, we confirm that:
- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
- we agree to abide by the contents of this contract

Murthy Kanuri 12th August 2025
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Team member name and date

Finlay Kirwan 13th August 2025
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Team member name and date

Jaco Espag 14th August 2025
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Team member name and date

Vatchapol j. 18th August 2025
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Team member name and date