

## Project Team Contract

Team Name: The Matix\_\_\_\_\_

Date: \_\_\_\_9/29/2023\_\_\_\_\_

<p><b>GOALS:</b> What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p>
<p>The overall goal of the project is to have a fully functioning planned out structure for Easy Prep AI.</p> <p>What we want to accomplish is having a fully developed mobile application that can help reduce food costs by helping people utilize the food that they already have in their pantry.</p> <p>We hope to build a better understanding have how to make and develop a full-fledged system that can be used in a live production setting and be listed on mobile application stores.</p>
<p><b>EXPECTATIONS:</b> What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</p>
<p>We expect constant communication from one another, by having weekly meetings explaining what we hope to accomplish for the week.</p> <p>All hold a high expectation of excellence and thorough work by each one of use that can help grow and develop our skills to the best of our abilities.</p> <p>Meetings must have at least two or more members from the group to be qualified as a team meeting. We expect regular attendance between one another.</p> <p>Team members must speak in team meetings for active participation in group discussions.</p>
<p><b>POLICIES &amp; PROCEDURES:</b> What rules can we agree on to help us meet our goals and expectations?</p>
<p>Rule #1: Communicate- If you don't feel a task will get done in the duration of time and you need help ask a team member. Or if something else happens address another team member.</p> <p>Rule #2:</p>

Sign offs by the entire team before any submission's are made.

Rule #3: Team meeting must be more than 10 minutes to make sure to discuss fully what we hope to accomplish.

Rule #4: We respect one another despite disagreements we work together to make sound decisions for the team and for the project.

Rule #5: We have fun and do our best to enjoy working with each other.

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

4 Strike Method:

1. We hold our self-accountable and discuss what we need to improve on and how we are going to improve moving forward from our mistake.
2. The team holds you accountable if the work is inadequate to what the team wants to accomplish the team will hold an emergency meeting to see how we can resolve the issue.
3. The project manager for that role will address that individual privately to see what the issue is and see how to resolve said issue for that milestone phase.
4. Project manager takes compliance to the project sponsor for further discipliner decisions and if needed removal from the team.

We share these goals and expectations, and agree to these policies, procedures, and consequences.

*Malachi White*

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Team member name

Santana Martin

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Team member name

  
*Olivia Adoghe*

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Team member name

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Team member name

