**Team Contract**

Team Name: GROUP A - Fiqki Azizah/James Edney/Louis Dodge/ Milad Chowdhury

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Our goal is to work together to produce a risk identification report on the Pampered Pets business. This will include a risk assessment on the state of the business as it stands currently, as well as the digitization process applied to the business.  Skills to develop include critical analysis of identified security risks, and the ability to synthesise information from multiple sources. As this is our first team effort in the course, our collaborative working skills will also be developed.    Beyond the project itself, we want to produce a professional, structured report that reflects thorough risk assessment and clear communication. Each member will contribute equally, ensuring a balanced workload and a collaborative outcome.    This project will also help us refine skills in risk assessment, critical thinking, technical writing, and team collaboration. By improving our project management and communication, we hope to deliver quality results while developing valuable competencies for future projects. |
| 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 team member to attend all scheduled meetings or inform the team in advance if unavailable. Active participation is essential, with each member contributing ideas and feedback throughout the project. We aim to communicate regularly, at least once per week, to discuss progress and address any challenges.    In terms of work quality, we expect everyone to complete their tasks with attention to detail, using reliable sources and following the agreed-upon structure and format. Each member should proofread their contributions to maintain a professional standard. Overall, we aim for accountability, support, and collaboration to ensure our project is cohesive and meets high standards. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes? |
| To help us meet our goals and expectations, we agree to establish the following rules:   1. **Preparation and Task Management:** Each member will come prepared to meetings, having reviewed any necessary materials and completed assigned tasks. We will set clear deadlines for each part of the project and check in regularly to stay on track. 2. **Idea Generation and Collaboration:** We encourage open brainstorming sessions where every idea is welcome, promoting creativity and diverse viewpoints. We agree to actively listen and build on each other’s ideas to find the best solutions. 3. **Evaluation and Feedback:** To ensure high-quality work, we’ll review and provide constructive feedback on one another’s contributions. Any changes will be discussed openly to maintain clarity and consensus on the final product. 4. **Respect and Accountability:** We agree to respect each other’s time, contributions, and opinions. Accountability will be upheld through regular check-ins, and each member will own their role in meeting deadlines and maintaining the quality of the project. |
| 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? |
| We will actively engage in group discussions throughout the project, offering constructive feedback and support to each other. For role allocation, we can assess the strengths, expertise, and availability of each team member to assign the most appropriate roles based on individual capabilities. |
| CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements? |
| To address non-performance related to our goals, expectations, policies, and procedures, we will implement a structured approach. First, we will have an open and honest conversation with the team member to understand any challenges they may be facing. If issues persist, we may consider redistributing tasks to ensure project continuity while providing support where needed.    In the event of disagreements, we will encourage a respectful dialogue to discuss differing viewpoints. We will focus on finding common ground and collaboratively working towards a resolution. If necessary, we can involve the Project Lead to mediate discussions and help facilitate a compromise that aligns with our project objectives. |

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

Fiqki Azizah 25.10.24

Team member name and date

James Edney 25.10.24

Team member name and date

Louis Dodge 25.10.2024

Team member name and date

Milad Chowdhury 25.10.2024

Team member name and date