

Team Contract

Team Name: Naeema, Abdullah, Sarra
Group B – Intelligent Agents Project Team

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
<ul style="list-style-type: none">• Deliver a high-quality, academically supported design proposal that meets all Unit 6 criteria.• Develop skills in agent-based design, academic writing, and collaborative project work.• Ensure clear communication and shared understanding of responsibilities.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ul style="list-style-type: none">• Attend all scheduled meetings or notify the team in advance if unavailable.• Respond to messages within 24 hours.• Submit assigned work before internal deadlines.• Maintain professional, respectful communication.• Produce work that is accurate, proofread, and aligned with module requirements.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
<ul style="list-style-type: none">• Tasks will be divided according to strengths and availability.• Drafts must be shared in the shared document for review.• All team members review and approve major sections before final submission.• Disagreements → discussed openly, resolved through majority decision.• ☑ All citations must follow UoEO Harvard standards.
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?
<ul style="list-style-type: none">• Project Lead (Naeema): Oversees structure, final editing, diagrams, and academic alignment.• Research & Writing (Abdullah): System Requirements, Intro, initial literature inputs.• Methodology & Documentation (Sarrah): Methodology, Challenges, early Minutes of Meeting.• Roles are flexible — team members support each other where needed.
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

- If a member repeatedly fails to deliver tasks:
 1. Team discusses issue directly with the member.
 2. If unresolved, the issue is escalated to the module tutor.
- Disagreements are handled by “Disagree and Commit”: discuss → decide → all commit.

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.

Naeema 17/11/2025

Team member name and date

Abdullah 17/11/2025

Team member name and date

Sarra 17/11/2025

Team member name and date