

## Team Contract

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

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

- 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 contact.
- we agree to abide by the contents of this contract.

Naeema 17/11/2025

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Team member name and date

Abdullah 17/11/2025

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Team member name and date

Sarra 17/11/2025

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Team member name and date