Team Contract

Team Name: **SRM Group 2**

GOALS: What are our team goals for this project?
What do we want to accomplish? What skills do we want to develop or refine?

Goals:
- Successful submission of the assignments
- Effective communication to complete the assignments
- Manage time effectively: attend team meetings, contribute to the content
- Be a team member: help and support each other
- To carry out assignments on time
- To apply and develop technical skills from the module and learn from each other

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 that:
- We will meet regularly at the proposed time that suits everybody
- The contribution to the assignments will be equally split, upon prior agreement of task allocation
- We will communicate with each other promptly
- We will strive to prepare the best quality of work possible, in line with the assignment guidelines
- We will be professional and respectful when communicating with each other

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
- Respect the views of others
- Everyone's opinion counts
- Shared responsibilities and workloads
- Prepare for meetings and set agendas
- Co-operate and compromise - be generous and inspiring - don't compete with each other!
- Meet deadlines and keep records
- Respect the ground rules agreement - don't ignore it!

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?

Possible roles : -
1) Presenter/meeting leader - Manages and creates the meeting for a given week
2) Recorder - takes notes and records actions during the team meetings
3) Time keeper - Tracks time for group deadlines, we set within the team
4) Final document manager - Formats the end document, which can be then submitted.

 All of the roles can be rotated.

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

- There should always be some flexibility regarding unintentional non-performance in terms of time management and tasks assigned
- Minor intentional non-performance shall be addressed professionally and peacefully within the team
- Major intentional non-performance shall be addressed at another level, outside of the team, e.g. with the tutor
- A level of professionalism and ethics is expected when dealing with disagreements regarding the content of the assignments, team dynamics and commitment to the team

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

Matjaz Galicic 23/03/2023
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Team member name and date

Clarissa Ankrah 23/03/2023
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Team member name and date

Nisa Momin 23/03/2023
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Team member name and date

Prannoy Mulmi 23/03/2023
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Team member name and date