

Team Contract

Team Name: **SSD Group 4**

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">• SSD Group 4 goals are to understand the module requirements and work as a team to achieve all of them, keep the project on track, and ensure the correct timeline.• Agrees to share the have weekly session to share the skills to minimize the time required for new learning staff.• Identify and manage security risks.• Critically analyses development problems.• Design and develop/adapt computer programs.• Systematically develop and implement the skills.
EXPECTATIONS: What do we expect of one another regarding attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ul style="list-style-type: none">• Team members shared mobile numbers and email addresses.• The team agrees to have a couple of meetings every week to go through the project processing and discuss the next steps.• The team agrees to use WhatsApp group for daily discussion and Microsoft Teams for weekly meetings.
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">• Team members agree to attend all meetings on time. The meeting will be scheduled, and an invitation will be sent to all group members.• Each member should complete the task given before the group meeting.• In each meeting, one member will take the minutes of meeting notes and share them with other members.• All work should be proofread and agreed upon by all team members to ensure it is of the best quality and to ensure all outcomes have been met.• One member will take meeting notes to send the minutes of the meeting.• Group members work together to create the presentation, and one member presents information in the seminar.
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">• Organizer: schedule the meeting and take meeting notes.• Editor: Review the completed work and make notes of changes.• Writers: Author the report and compile the presentation.• Presenter: Present the work into Seminars. <p>There is no detected role of each member. Roles assigned for each work.</p>

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

- Scheduling issues: discuss between team members for availability to re-schedule the meeting so all members can attend. If one member cannot participate, one team member can have 1:1 with that member and go through the meeting minutes.
- Group conflicts: The primary group goal is to focus on the project task and let the personal feeling out. Suppose any conflicts group member addresses the conflicts directly. Then group members discuss the conflict problem and find the ground between all ideas.
- Uneven contribution: assign role and set up work expectations.
- Getting stuck: Review the project requirements, discuss all members' thoughts.

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

Rachel Murerwa 24 August 2021

Team member's name and date

Samuel Tselapedi

Team member's name and date

Samuel Tselapedi – 24 August 2021

Yibeltal Mengesha 24 August 2021

Team member's name and date

Ahmad Alkam 24 August 2021

Team member's name and date