Team Contract

Team Name: Group 5

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Goal: Produce an Information Risk Management (IRM) Report What skills we want to develop: • Familiarise with the basic principles of information risk management. • Improve our reporting skills. • Improve our communication skills. • Develop analytical and research skills. • Develop management skills. • Improve problem-solving skills.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
• Meetings will be held at least once a week. • Team members will actively participate in weekly meetings and complete the assigned tasks within assigned deadlines. • Each team member has different work experience, and each member will try to contribute to the best of their abilities regarding their expertise.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
• Group meetings should be attended when they are scheduled. • Preparatory tasks given should be completed before the group meetings. • Tasks given to group members should be completed before the deadlines that have been set. • All questions or queries of team members should be answered as soon as possible. • 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.
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?

• Team Leader:
    o Coordination
• Communication:
    o Presentation of teamwork
• Note taker:
    o Take and circulate meeting notes
• Team members:

o   Executing the tasks assigned to them by the project manager or team leader

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

- Team members will discuss performance internally, and if the meeting does not produce an outcome, we will involve the module tutor.
- If non-performance is due to extenuating circumstances, tasks will be re-assigned to other group members.

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

Dario De Giorgi 20/08/2021
Team member name and date

Ahmad Alkam 20/08/2021
Team member name and date

Samuel Tselapedi 21/08/2021
Team member name and date

Rachel Murerwa 21/08/2021
Team member name and date