

# Team Contract

Team Name: Group 1 (Samuel Adeniyi, Constantinos Kyriacou, Rachel Mead)

<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?
We will leverage individual strengths to enhance team efficiency, and individual productivity is essential for the team to excel. Effective communication and teamwork will be pivotal in achieving our goals as a unified and high-performing unit.
<b>EXPECTATIONS:</b> What do we expect of one another regarding attendance at meetings, participation, frequency of communication, quality of work, etc.?
As our team of three lives in two different time zones, online meetings are not mandatory but can be arranged if needed. Members will be informed if and when the call is being recorded. Communication can take place through the group in Whatsapp and e-mail. Team members will have access to the project code via GitHub and the final report via Google Docs. All members will be assigned a role to ensure equal participation. Regular updates regarding the progress of tasks will take place within the Whatsapp group, and in case opportunities for improvement arise, team members are expected to contribute.
<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, and evaluating outcomes?
Communication, collaboration, and understanding are crucial to achieving our goals as a remote working team. In case of unresolved disagreements, team members are encouraged to seek the assistance of a neutral team member. Team members are also encouraged to prioritise health to maintain productivity. Members should take time off in case they are feeling unwell or burnout.
<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?
Data Consultants - Samuel Adeniyi, Rachel Mead, Data Analyst - Constantinos Kyriacou
<b>CONSEQUENCES:</b> How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?

When a team member is experiencing performance issues, conducting a thorough analysis of the project is imperative to identify the specific areas that require attention. Once the areas of concern have been identified, reassess the project goals to ensure they remain achievable. If the team member is feeling overwhelmed, it may be appropriate to reduce their workload upon request. Additionally, it may be beneficial to provide support to other team members to balance the distribution of tasks and ensure that everyone is contributing equitably. Finally, providing guidance and support to non-performing team members is crucial to help them understand alternative methods for achieving project goals.

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

---

Samuel Adeniyi 09 June 2023  
Constantinos Kyriacou 09 June 2023  
Rachel Mead 09 June 2023