

## Team Contract

Team Name: Benz

Date: 01/22/2018

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Taking advantage of different perspectives shared by different group members to analysis and design a system.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ul style="list-style-type: none"><li>• Check emails at least once a day.</li><li>• Reply to emails in a timely manner.</li><li>• Meet every Friday at 3:30 pm</li><li>• Provide notice when unable to attend any meeting, or cannot finish a task.</li></ul>
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?
<ul style="list-style-type: none"><li>• Work as hard as you can to accomplish your assigned task.</li><li>• Reach out for help as early as possible when stuck on a task.</li><li>• Try to maintain a positive attitude.</li><li>• Speak your mind and feel free to express any issues respectfully.</li></ul>
CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?
If there is a pattern of absences and the person is uncommunicative, we will first meet and discuss the issue and if not handled, we will reach out to the instructor as a last resort.

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Sami  
Team member name

Caleb Lewis  
Team member name

tony  
Team member name

Ben Lao  
Team member name

Pete  
Team member name