Team Contract

Project Name: A Wiki Project   **Project Manager:** Syed Noman Sherazi

A. Commitments

As a project team we will:

1. Only agree to do work that we are qualified and capable of doing.
2. Be honest and realistic in planning and reporting project scope, schedule, staffing and cost.
3. Operate in a proactive manner
4. Participate in problem solving
5. Promptly notify our customer and sponsor of any change that could affect them
6. Keep other team members informed.
7. Keep proprietary information about our customers in strict confidence
8. Focus on what is best for the project as a whole
9. See the project through to completion

B. Team Meeting Ground Rules: Participation

As a project team we will:

1. Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
2. Be honest and open during meetings.
3. Encourage a diversity of opinions on all topics.
4. Give everyone the opportunity for equal participation.
5. Be open to new approaches and listen to new ideas.
6. Avoid placing blame when things go wrong.

C. Team Meeting Ground Rules: Communication

As a project team we will:

1. Seek first to understand, and then to be understood.
2. Be clear and to the point.
3. Practice active, effective listening skills.
4. Keep discussions on tract.

D. Team Meeting Ground Rules: Problem Solving

As a project team we will:

1. Encourage everyone to participate.

2. Encourage all ideas
3. Build on each other's ideas.
4. Use team tools when appropriate to facilitate problem solving.
5. Whenever possible, use date to assist in problem solving.

E. Team Meeting Ground Rules: Decision Making

As a project team we will:

1. Make decisions based on data whenever feasible.
2. Seek to find the needed information or data.
3. Discuss criteria for making a decision
4. Encourage and explore different interpretations of data
5. Get input from the entire team before a decision is made.
6. Ask all team members if they can support a decision before the decision is made.

F. Team Meeting Ground Rules: Handling Conflict

As a project team we will:

1. Regard conflict as normal and as an opportunity for growth.
2. Seek to understand the interest and desires of each party involved before arriving at answers.
3. Choose an appropriate time and place to discuss and explore the conflict.
4. Listen openly to other points of view.
5. Repeat back to the other person what we understand and ask if it is correct.
6. Acknowledge valid points that the other person has made.
7. State our points of view and our interests in a non-judgmental and non-attacking manner.
8. Seek to find some common ground for agreement.

G. Meeting Guidelines:
1. Meetings will be held once every week.
2. Meetings will be called by project manager.
3. Meetings will be facilitated by project manager.
4. Evaluations of meetings will be conducted after 2 days of meeting.
5. The scribe will issue minutes within after 1 day of meeting.

H. Meeting Procedures:
1. Meetings will begin and end on time.
2. Team members will come to the meetings prepared.
3. Agenda items for the next meeting will be discussed at the end of each meeting.
4. Unresolved issues will be added to the issues list.
5. If a team member cannot attend a meeting, he will send a representative with authority to make decisions.
6. Meeting tasks will be rotated among members.

Signatures (Team Members)

1. <u>Syed Noman Sherazi</u>   Project Manager

2. <u>Usman Iftikhar</u>   Designer, Quality Engineer

3. <u>Mati-Ur-Rahman</u>   Designer, Developer