Team Agreement

|  |  |
| --- | --- |
| Team Goals | We want to meet the requirements (wants and needs) of the customer |
| We want to always cooperate, maintain a high/good level of communication, feel comfortable sharing opinions and always follow the code of conduct |
| Every member of the group should maintain the quality of work and uphold their role in the team and not fall behind their deadlines |
| Keep a clear organised plan of future work and keep to a rigid deadline schedule |
| Aim to have a functioning prototype well before the deadline |
|  |

Team member roles –

|  |  |
| --- | --- |
| Name | Roles |
| Sarah | Recourse Investigator + Team worker |
| Tom | Plant + implementer |
| Finn | Co-ordinator + shaper (implementer) |
| Raghad | Specialist + Completer finisher |
| Conor | Recourse Investigator + implementer |
| Rubin |  |
| <https://learningcentral.cf.ac.uk/bbcswebdav/pid-4851519-dt-content-rid-11968535_2/courses/1819-CM1202/Belbin%20description%20sheet.pdf> | |

Team norms –

* Attend meetings and be punctual
* Engage with the group
* Be polite to everyone and respect their ideas/opinions
* Always be truthful to other members to the group regarding group activities
* Respond to other group members in a timely manner
* Be open to criticism
* Complete your share of the work

Team member evaluation –

* During meetings overview and assess each person’s contribution to the project
  + If lacking we can further evaluate what their role is and how to help
* as

Consequences of Team member underengaging/performing –

* The meetings minute taker will take a register of people attendance of meetings
  + If 2-3 consecutive meetings are missed then the person’s performance will be discussed upon
* Speak to the person (First warning)
* Group discussion on the subject(Second warning)
* Speak to Helen (Final warning)

Meetings usually held: Mondays after Developing Quality Software at 13.00 (we will see how this works - to be adjusted in the future)

Meeting Roles :

Sarah – Minutes Taker + Tutor Feedback Reporter

Tom – Meeting Contributors

Raghad – Meeting Contributors

Conor – Meeting Contributors

Finn – Meeting Chairman