**Team Contract**

Team Name: 5CS08\_A

Date: 21/01/2021

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| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Our team goals for this project include being able to execute high impact projects this includes creating something of a high standard as a group. We will be following SMART which means specific, measurable, achievable, realistic and time-bound this allows us to hit our deadlines and produce the highest quality of work.  We want to accomplish creating a piece of high quality work in which we work as a collective allowing us to produce the best possible work.  Skills that we want to develop include improving team communication and collaboration as it ensures all of our voices and opinions are heard when attempting to tackle the project. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| We expect that each and every one of us at least tries to attend all of the lectures Q and A as well as the tutorials to understand the material and the coursework which has been given to us.  Also in terms of attendance we expect to keep communication over whatsapp and update each other on a task which has been set which gives a better understanding on what needs to be completed. As well as any problems we are encountering.  We also expect to set a meeting day where we discuss what we have done and what improvements each of us can make. Which is a part of the requirements of working as a group. Furthermore, we expect everyone to attend the meeting or communicate if something has come up and they can't attend then the meeting will be rescheduled.  We should all try to participate and help each other and the quality of the work should be to the best of our ability. We should not be afraid to seek advice and help if required from each other, there will be parts where others are stronger. We should give feedback to each other on where we can improve to give us the best possible marks and the best quality of work. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| The first rule we can agree on is to work as a team and communicate at all times, this can relate to instances such as updating each other on progress and obstacles we encounter. Any conflict will be dealt as a team. We should leave meetings with no hard feelings and a solution that is fair to everyone.  Another rule is that we attend all lectures and tutorials together so we are up to date on our learning, this can reduce the time of catching each other up on lost work. We could all discuss our project and look for guidance with our tutor as a group.  We should be able to ask each other for help to produce the best possible application as a team.  We should not create differences between us, any problems between colleagues should be worked on and fixed between the peers or as a group.  All members should know the procedures when working towards the project. There is trello and a whatsapp group chat to update each other and for group discussions. Discussions of ideas will be contributed by everyone and will not be dominated by individuals.  All input will always be appreciated when it comes to decision making to create the perfect solution possible.  Meetings must be well planned so there is constant communication between the team. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| The main consequence for individual non performance team members, is that there name won't be included in the areas of work which they didn't help or didn't do any work. This means that they could get a mark of 0 for that question or for the whole project, if they dont give an input throughout the whole project.  Therefore, in regard to the goals, if we don't meet these goals then the chance of us making a high quality project will be low. This is due to us not meeting deadlines which will cause us to fall behind and not have enough time to catch up or finish the project.  Furthermore, in regards to the expectations, if one or more team members don't attend the lectures or tutorials, then they will individually fall behind and become confused due to them not knowing what the rest of us have learnt. This will result in them being no use to the team as they can't give any input or help as they don't know what to do. It will also cause more workload for the other team members as we will need to do the work that the non performance team member does not do.  Lastly, in regard to the policies and procedures, every team member needs to make sure that we communicate well between each other. Poor communication can result in the team members not knowing what is expected of them. Ineffective project communication can lead to disengaged team members, which will cause loss of productivity and a poorly created project. |

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

Team member name:

Tahir Ahmed

Team member name:

Juhayer Syef

Team member name:

Mohamed Ahmed

Team member name: Umar Saleem