

Team Contract

Team Name: 2_____

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 primary goal is to deliver quality work in a timely manner whilst complementing each other through our diverse skills. Aside from the hard skills we may learn from the course, soft skills that we look to improve upon can include critical thinking, flexibility, empathy, accountability and time management that I am sure will help the members in any future endeavours.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- Be present in agreed upon meetings, namely the weekly catchup and midweek standup.
- Complete work to their best ability and in a timely manner
- Frequency in communication (respond within 24 hours)
- Trust and respect towards team members

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- Be prepared for team meetings
- Proper peer reviews
- Tasks should be clear and if not, members should ask for clarity
- Use designated communication channels for posting ideas, questions etc.

ROLES: 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?
We will try and distribute roles equally, but ultimately will be determined by the task at hand at the time.
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
Any issues may be brought up and resolved in a short review that will happen in our weekly meeting. Disagreements will have to be resolved in a respectful manner and continued infringement may lead to further escalation and possibly suspension from the team.

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

Hendrik Van Rooyen, 2021-11-14

Team member name and date

Shan Swanlow, 2021-11-14

Team member name and date

Pavendran Wimalendran 2021-11-15

Team member name and date

Wong Man Sze 2021-11-15

Team member name and date

