

Team Contract

Team Name: 2

<p>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</p>
<p>Our main goal is to provide high-quality work in a timely manner while complimenting each other's skills. Aside from the hard skills we may learn in the course, soft skills to enhance include critical thinking, adaptability, empathy, accountability, and time management, all of which will benefit members in their future endeavours.</p>
<p>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</p>
<ul style="list-style-type: none">● 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
<p>POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?</p>
<ul style="list-style-type: none">● 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.

<p>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?</p>
<p>We will try and distribute roles equally, but ultimately will be determined by the task at hand at the time.</p>
<p>CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?</p>
<p>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.</p>

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

Pavendran Wimalendran - 20/06/2022

Team member name and date

Ian Wolloff - 20/06/2022

Team member name and date

Lukman Abdinasir Mohamed - 20/06/2022

Team member name and date

Sathira padukka - 20/06/2022

Team member name and date

Babatunde Ahmed - 26/06/2022

Team member name and date