**Team Contract**

Team Name: 5CS10\_B Date:27/01/2021

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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? |
| Successful delivery of the final software project strictly abiding to time constraints.  Skills to develop:   * necessary programming skills to complete the job * utilise design skills to expand on the ability to create fully operational software based on user requirements, * project management skills, in order to ensure the successful project completion * communication skills, to ensure the smooth operation within the group * Be able to provide efficient feedback to each piece of work in order to improve the quality of word produced |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| * all meetings should be attended, unless not possible * participation should be equal where possible * meeting at least once a week and communication where questions need to be asked * quality of work should not be below average, do not just do enough work for a pass and stop * Make sure that everyone’s opinion is heard and not ruled out |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| * do not leave work until last minute * delegate clearly defined tasks to each team member * notify team mates if any problems occur to be able to resolve issues in a timely manner * weekly meetings to review current status of work progress * frequent communication on discord/whatsapp to keep team members engaged * regular updates of task completion on trello board. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| 1. Discover the reason for non-performance by a team member. 2. If it is a valid reason then the team will attempt to alleviate the problem together. 3. If it is not a valid reason then the team will give a warning to the member so that they can complete their work until the next target date. 4. If there are two unaddressed consequent warnings, then the team can notify the group/module leader and request help. |

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

Arashdeep Osahan

Team member name

Aston Parks

Team member name

John Casserley

Team member name

Kamran Moridi

Team member name

Luckman Juma

Team member name