

Team Contract

Team Name: _Team 1_____

<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>Goals:</p> <ul style="list-style-type: none">● To get 90% or above.● Understand Intelligent agents. <p>Accomplish:</p> <ul style="list-style-type: none">● Collaborate to achieve results.● To have a quality example to demonstrate as part of the e-portfolio.● To have something easy to understand by non-technical people as well. <p>Skills:</p> <ul style="list-style-type: none">● Report writing● Research● Understanding Intelligent Agents● Practicing presentation skills to each other.
<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>
<p>Attendance:</p> <ul style="list-style-type: none">● Always attend video calls <p>Frequency of communication:</p> <ul style="list-style-type: none">● Ad hoc: WhatsApp● Scheduled: Weekly 4pm UK time Wednesday on Teams● Google Documents for sharing thoughts. <p>Quality of work:</p> <ul style="list-style-type: none">● 90% and above● Peer review - is it accurate● Peer polish - is it good
<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>
<p>Idea generation:</p> <ul style="list-style-type: none">● All <p>Prep tasks:</p> <ul style="list-style-type: none">● Maria● Share via WhatsApp <p>Evaluating outcomes:</p> <ul style="list-style-type: none">● All

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?
Roles: <ul style="list-style-type: none"> ● All ● Liaison - Maria Rotate? <ul style="list-style-type: none"> ● Not yet
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
<ul style="list-style-type: none"> ● Non-performance <ul style="list-style-type: none"> ○ Talk on WhatsApp ● Disagreement <ul style="list-style-type: none"> ○ Share, Listen, learn and understand ○ Try to get to 100% agreement ○ Disagree and Commit

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contact.
- we agree to abide by the contents of this contract

Maria Ingold 22/11/2023

Team member name and date

Camille Grimal 22/11/2023

Team member name and date

Abdullah Alaskar 24/11/2023

Team member name and date