

TEAM CONTRACT

Project Name: Team Contract -

Project Manager Leader: Simron Dhali

A. Commitments:

As a project team we will:

1. We just consent to do work that we are professional and willing to do.
2. In preparing and reporting the project scope, schedule, personnel and expense, be frank and reasonable.
3. Function proactively, predicting future issues and intervening until they arise to avoid them.
4. Notify our customer(s) and sponsor promptly of any change that could affect them.
5. Keep our clients' confidential information in absolute faith.
6. Rely on what the project as a whole is best for.
7. To completion, see the project through.

B. Team Meeting Ground Rules: Participation

As a project team we will:

1. Keep concerns that occur within the team in confidence in meetings unless otherwise stated.
2. At meetings, be frank and transparent.
3. Encourage a variety of views on all subjects.
4. Give the opportunity for fair participation to all.
5. Be open to innovative strategies and listen to fresh ideas.
6. When things go wrong, stop putting blame.
7. Instead, we will approach the system and discuss how it can be strengthened.

C. Team Meeting Ground Rules: Communication

As a project team we will:

1. Try to learn first, then to be understood.
2. Be concise and to the point.
3. Active, successful listening skills practice.
4. Maintain on track conversations.
5. Using visual means to encourage conversation, such as drawings, maps, and tables.

Signatures: (Team members)

01/20/2021

Alex Haag

Carter Trowitch

Ryan Menas

Simron Dhali
