

Team Contract

Project Name: Video Game Delivery

Project Team Members Names and Sign-off:

| Name | Sign-off on Team Contract |
|----------------|---------------------------|
| Abner Yemaneab | |
| Nyema Johnson | |
| Mohamed Sahil | |
| Tim Toba | |

Code of Conduct: As a project team, we will:

- Agree to do work we are qualified and capable of.
- Work together for the greater good of the project.
- Be honest and realistic in planning and reporting project scope, schedule and cost.
- Maintain communication between team members
- See the project through completion.

Participation: We will:

- Encourage variety of opinions on all issues.
- Avoid placing blame when things go wrong.
- All be honest and voice our views on all meetings.
- Give everyone the opportunity for equal participation.
- Keep all issues that arise in meetings in confidence within the team.

Communication: We will:

- Be clear and concise.
- Practice effective listening skills.
- Use visual aids such as drawings and charts.
- Keep on discussions on track.

Problem Solving: We will:

- Build on each others ideas.
- Encourage all ideas.
- Use data to assist problem solving whenever possible.
- Use positive feedback technique during discussion.

Meeting Guidelines: We will:

- Meetings will be held every Tuesday evening at ME108 at 9 pm.
- Come to the meeting prepared.
- Have our meeting facilitated by the Project Manager.
- Issue meeting minutes within two days of the meeting.
- Send a representative if He/She cannot attend a meeting.
- Prepare agenda items for the next meeting at the end of each meeting.
- Rotate scribe tasks among members.