**COSC425/426 Project Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| GOALS: What are our team goals for this project for software product? What skills do we want to develop or refine? |
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| ROLES & RESPONSIBILITIES: (programmer, tester, database developer, meeting minute keeper, source code /document manager, etc.)  |
| Team leader:Team members and their roles and responsibilities: |
| EXPECTATIONS: (Quality of work, timeliness of work, task support, interaction, attendance, responsibility, leadership.) |
| (See weekly evaluation document for details. You don’t have to write anything here) |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? (regular meeting time, communication approach, conflict resolutions) |
| Regular group meeting time (out of class and at least once each week):Communication approach:Procedure to resolve conflict: |
| CONSEQUENCES: How (policy and procedures) will we address performance related issues?  |
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| TOOL & STANDARD (Project management tool, source code version control tool, meeting minutes, other documentation, coding standards)  |
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| Clients: (Each team must have clients to provide input/feedback to you product). |
| Name:Contact information:Meeting time (at least once a week):  |

We share all items listed above:

Team member name Date:

Team member name Date:

Team member name Date:

Team member name Date:

Team member name Date: