



Team Contract

KITSUI

- Members must show willingness to fit their schedules to the needs of the team.
- If a team member has a disagreement a reason is needed for discussion to resolve the issue.
- Each member will take ownership of their part(s) within the overall project.
- Tasks actively under development must be reported upon at team meetings.
- Meetings must commence and finish on time – no backtracking if a member is late.
- During each meeting, the role of note taker will be assigned to a chosen team member, who will be responsible for the recording of meeting decisions and discussions.
- Team members who are absent from any meetings are required to relay with the team as soon as possible, to ensure the absentee can be informed of any changes regarding said project.
- Each member must actively respect the contribution of others.
- Resolutions regarding decisions will be made with consensus, in critical decisions, unanimous votes will be required by the team.
- All members will be required to attend meetings, with the exception of emergency or medical conditions. It is the responsibility of each individual to ensure that the team leader is notified of their absence prior to the meeting.
- Agendas will be generated and distributed at the beginning of each meeting.
- All members must display their respect during team discussions by:
 - Actively listening
 - Avoiding negative comments and/or body language
 - Keeping plausible ideas open for further discussion
- Confiding within the client's requirements for production of the project will be respectfully considered.
- The opinions and ideas discussed during meetings are confidential – each member understands they are liable for ensuring information is kept within the team. The only exception is if a third party is required to observe said information. Example: The project

- All documentation created must be time stamped on the date of inception, and authors acknowledged. A change log must be kept within each document to ensure a tracking of documentation modifications.
-

Version

<v1.0> Document created - 04/03/16

<v1.1> Document format finalised - 06/03/16

Made by
MIGUEL SAAVEDRA, ADAM CAMPBELL