**National University**

**MGT 309**

**Class Project**

**Team Contract as of 10/31/2024**

**Please insert the requested information:**

Team Name: Team 3

Project name: AI technologies

Team Communicator

(Name): Jordania Corona

Date of this Contract: Nov. 10, 2024

**A. Commitments:**

As a project team we will:

• Agree to do work on projects that we are qualified and capable of doing.

• Be honest and realistic in planning and reporting project scope, schedule, staffing,

 and cost.

• Operate in a proactive manner, anticipating potential problems and working to

 prevent them before they happen.

• Promptly notify our customer(s) and sponsor of any change that could affect them.

• Keep other team members informed.

• Keep proprietary information about our customers in strict confidence.

• Focus on what is best for the project as a whole.

• See the project through to completion.

**B. Team Meeting Ground Rules: Participation**

We will:

• Keep issues that arise in meetings in confidence within the team unless otherwise indicated.

• Be honest and open during meetings.

• Encourage a diversity of opinions on all topics.

• Give everyone the opportunity for equal participation.

• Be open to new approaches and listen to new ideas.

• Avoid placing blame when things go wrong. Instead, we will discuss the process and

 explore how it can be improved.

**C. Team Meeting Ground Rules: Communication**

We will:

• Seek first to understand, and then to be understood.

• Be clear and to the point.

• Practice active, effective listening skills.

• Keep discussions on track.

• Use visual means such as drawings, charts, and tables to facilitate discussion.

**D Team Meeting Ground Rules: Problem Solving**

We will:

• Encourage everyone to participate.

• Encourage all ideas (no criticism), since new concepts come from outside of our normal

 perceptions.

• Build on each other's ideas.

• Use team tools when appropriate to facilitate problem solving.

• Whenever possible, use date to assist in problem solving.

• Remember that solving problems is a creative process—new ideas and

 new understandings often result.

**E. Team Meeting Ground Rules: Decision Making**

We will:

• Make decisions based on data whenever feasible.

• Seek to find the needed information or data.

• Discuss criteria (cost, time, impact, etc.) for making a decision before choosing an option.

• Encourage and explore different interpretations of data.

• Get input from the entire team before a decision is made.

• Discuss concerns with other team members during the team meetings or privately rather than with non-team members ininappropriate ways.

• Ask all team members if they can support a decision before the decision is made.

**F. Team Meeting Ground Rules: Handling Conflict**

We will:

• Regard conflict as normal and as an opportunity for growth.

• Seek to understand the interests and desires of each party involved before arriving

 at answers or solutions.

• Choose an appropriate time and place to discuss and explore the conflict.

• Listen openly to other points of view.

• Repeat back to the other person what we understand and ask if it is correct.

• Acknowledge valid points that the other person has made.

• State our points of view and our interests in a non-judgmental and non-attacking manner.

• Seek to find some common ground for agreement.

**G. Meeting Guidelines (Please insert):**

• Meetings will be held twice a week

• Meetings will be called by Jordania Corona

• Agendas will be issued every 3-4 days/weeks in advance by

▪group decision.

• Meetings will be facilitated by zoom.

• Evaluations of meetings will be conducted every zoom meeting.

• The scribe will issue minutes within 3 days of the meeting.

**H. Meeting Procedures:**

• Meetings will begin and end on time.

• Team members will come to the meetings prepared.

• Agenda items for the next meeting will be discussed at the end of each meeting.

• A Parking Lot will be used to capture ‘off-the-subject’ ideas and concerns.

• Unresolved issues will be added to the Issues list.

• If a team member cannot attend a meeting, he/she will send a representative with authority to

 make decisions.

• Meeting tasks will be rotated among members.

**I. Team Discipline:**

• Any non-performing team member can be dismissed by the team. alone

**I agree: (Signatures of team members)**

Name: Jordania Corona Date: Nov 10, 2024

Name: Robert Humphry Date: Nov 10, 2024

Name: Adrian Espinoza Date: Nov 10, 2024

**Please note:** The Team Communicator can write “All concur” in lieu of individual signatures.

**Please return** this document, when executed, to:

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and to

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