Agreement

Methods of communication: email, WeChat, phone

Communication response times: **email** should respond within 2 hours, **WeChat** should respond within 20 mins

**phones** should respond within 1 min

Regular meetings: twice or three times a week meetings are **mandatory**

Running meetings: **face-to-face** meetings

when: After lecture, during tut and after tut

where: study rooms in the library or tables in hw/bv

each member will take at **least 5 mins**

Meeting preparations: preparation may be needed

what to prepare: ideas want to share with team members

Division of work: each member will choose their part of work

Submitting work: when to submit: every time the project is modified

who will submit: each member will submit their work

who will review the submission: rest of the team will review the submission

Contingency planning:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_