

## Team Contract

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**Project Name:**

**Project Team Members' Names and Sign-off:**

Name	Date
Akshay Silswal	29/09/2022
Abdulmalik Alnasra	29/09/2022
Rafi Yusaf-Horsfall	29/09/2022

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

- Work proactively, anticipating potential problems and working to prevent them.
- Keep every team member informed about the information related to the project.
- See the team project through to completion, keep the project in sync and on schedule.
- Focus on what is best for the whole project team.

**Participation:** We will:

- Be honest and open during all project activities.
- Contribute equally, help each other if we got stuck at a given task.
- Encourage diversity in teamwork.
- Be open to new approaches and consider new ideas.
- Provide the opportunity for equal participation.

**Communication:** We will:

- Be clear about individual task responsibility.
- Be open to feedbacks and implement the feedbacks in the project to make it better.
- Respond to each other in timely manner (within 24 hours).
- Read communications (email, meeting minutes etc.) from each other.

**Problem Solving:** We will:

- Encourage everyone to participate in solving problems.
- Only use constructive criticism and implementing it into the work to make the project better.

- Identify problems evaluate and generate solutions.
- Build on each other's ideas and helping each other to implement it.

**Meeting Guidelines:** We will:

- Meet twice a week to meet the criteria and status of the project for credibility and to meet the time expectations.
- Be respectful of opinions and statements.
- Listen actively to others and implement the ideas onto the work to make project better and efficient.
- Respect the agenda.