**Team Contract & Code of Conduct**

**Project Name:** Assignment 2: Implications of New Technology; presented as a Website

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

|  |  |
| --- | --- |
| **Name** | **Sign agreement on Team Contract** |
| Chang Ho Kim | C.H.K |
| Nikola Marinic |  |
| Zachary Clarke | Z.C |
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**Code of Conduct:** As a project team, we will:

* Carry out our work with integrity and commitment
* Work together to ensure the project is completed to a satisfactory level
* Respect other team members and their circumstances

**Participation:** We will:

* Encourage every team member to provide input and contribute to the project
* Make every effort to attend the regular lab group meetings
* Be acceptive of diverse opinions and approaches

**Communication:** We will:

* Meet regularly to carry out and discuss how the project is progressing
* Use Microsoft teams as the main channel of communication
* Make every effort to check communications and provide feedback

**Problem Solving:** We will:

* Divide the workload into roles and responsibilities for which each member is accountable
* Work as a team to resolve problems that may arise at any level
* Use honest and constructive criticism to identify options for improvement

**Meeting Guidelines:** We will:

* Carry out as many meetings as necessary in whatever form that suits the team
* Generate meeting minutes and upload them to teams for every member to see
* Use a to-do document to make sure everyone is on the same page on what to do