**AI Project Design and Development Module**

**Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Team Name:

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**: We agree to....

* Engage fully in all group discussions and activities.
* Participate in project-related discussions by offering your opinions, thoughts, and suggestions.
* Perform allotted duties and tasks to the best of our abilities.
* If you will be unable to attend meetings or do the duties allocated to you, let the team know in advance.

**Communication**: We agree to...

* Ensure that team members are communicating in an honest and open manner.
* Answer emails, texts, and requests for comments as soon as possible.
* Inform team members of obstacles encountered, developments, and availability changes.
* Always communicate in a courteous and professional manner.

**Meetings**: We agree to....

* Attend every meeting as scheduled, unless other arrangements are established in advance.
* Attend meetings on time, and make sure you have the necessary papers and agendas.
* Participate actively in conversations and work together as a team.
* Follow up on choices and action items discussed at meetings.

**Conduct**: We agree to...

* Team members should be treated professionally, politely, and with respect.
* Engage in active and thoughtful listening to a range of viewpoints and opinions.
* During meetings and discussions, refrain from acting rudely or disruptively.
* Respect moral principles and keep team talks and data private.

**Conflict**: We agree to...

* Openly and productively resolve disputes and conflicts.
* Investigate the underlying causes of disputes and try to find a solution.
* Directly address any issues or complaints you have with the parties concerned.
* Find solutions that all parties can agree on by working together and making concessions.

**Deadlines**: We agree to...

* Respect the team's agreed-upon deliverables and timeframes for the project.
* To meet deadlines, prioritize your responsibilities and use time management techniques.
* If you can't make a deadline, let the team know in advance.
* Help team members fulfill their deadlines by offering support or resources as required.

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| Team Member’s Name | Team Member’s Signature |
| Manav Singh |  |
| Akash Deep |  |
| Atma Ram |  |
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