

STUDIO CONTRACT

Aurora Studio

This Team Contract sets the rules for working together within the studio. It helps to make sure everyone contributes equally to the teamwork and executes their part, respect each other's contributions within the team, and finish work on time. By signing this contract, we agree to the below mentioned rules and conditions and we promise to support each other and work well together to make something great.

Date

18/09/2024

Authors

Claudia Cretu

Ellyshia C. Tan

Jasmin Hachmane

Magda Tsekova

Nikoleta Mihova

Sumaya Baarako

A. Members Job Descriptions

Members	Roles
Sumaya Baarako (Team leader)	UX Researcher and Designer
Claudia Cretu	Developer and Strategist
Ellyshia C. Tan	Developer and Strategist
Jasmin Hachmane	UX Researcher and Designer
Magda Tsekova	Designer and Strategist
Nikoleta Mihova	UX Researcher and Designer

B. Goal

As a team, we strive to create and deliver a final product that meets the expectations of the client and target audience, and that also fulfills the metrics of success we agreed on in the team charter. Throughout the process, we prioritize sticking to our agreed core values and the improvements of each of our individual technical and professional skills.

C. Participation

Every team member has the rights to participate in every group work, and should be given the chance for self-improvement. For every work that a member has done, the team is allowed to give both positive and negative feedback, however modifying or removing the work should be out of consent from the member who owns the work.

D. Communication

Main and official communication channels would be Microsoft Teams in which tasks and deadlines would also be assigned and defined, and Whatsapp for online discussion. Each member agrees to execute their assigned task in time so the work process is going smoothly. In case of valid reasons such as sickness,

difficulty with completing a task or personal issue, the team member should alert the group in advance.

E. Meetings

Official team meetings will be held every Monday, Wednesday, and Thursday morning for a full progress report. At the end of every meeting, new tasks will be assigned. Every Thursday afternoon, at the end of the team meeting, a team evaluation will be conducted to reflect on our teamwork, what's already good and what can still be improved.

F. Conduct

We agree to act professionally and respectfully with everyone in the team and with stakeholders. The professionalism is reflected by being on time, prepared, and engaged in all team activities and following good morals. We promise to make sure everyone feels important and respected.

G. Deadlines

We agree to set fair deadlines that are feasible for everyone by considering their schedules and other challenges. We promise to always finish the tasks that are given to us on time. If a member has an issue that does not allow them to finish their task on time, the member should notify the whole team beforehand, and the deadline can be extended.

H. Rules

1. Late attendance and absence **should be communicated** through the agreed forms of communication (**Whatsapp and Teams**).
2. **Changing or removing** another member's work should be of the **member's consent**. Instead of removing or changing another member's work, **giving feedback** is more encouraged.
3. Task divisions should be done **in the group meeting** during the designated group meeting times in the OIL (*mentioned in chapter E*). The task divisions that are done will be **documented on both Teams and Whatsapp** for all members to access.
4. **Always** communicate with the team **before starting a work** that was not discussed.
5. The designated group work times are **every 3 days per week** at the mentioned times:
 - a. Monday (09.00-16.00)
 - b. Wednesday (09.00-16.00)
 - c. Thursday (09.00-16.00)
6. Every member should **respect, listen, and be open** to every member's opinion and feedback in the team despite differences in preferences.
7. Any decision that involves the team should be **communicated** with the team **before finalizing** the decision.
8. Any discussion to be done outside of the designated group meeting time, **both online and offline**, should **only be done until 18.00**.
9. **Be punctual with the deadlines** that are initially set and agreed on. In any case that a member needs more time to complete a work, the member **must communicate** with the team.

I. Contact

Name	Contact
Sumaya Baarako	s.baraako@student.fontys.nl
Cretu Claudia	c.cretu@student.fontys.nl
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Jasmin Hachmane	j.hachmane@student.fontys.nl
Magda Tsekova	m.tsekova@student.fontys.nl
Nikoleta Mihova	n.mihova@student.fontys.nl

J. Signature

Name	Signature
Sumaya Baarako	<i>Signed by Sumaya Baarako on 23/09/2024</i>
Cretu Claudia	<i>Signed by Cretu Claudia on 23/09/2024</i>
Ellyshia C. Tan	<i>Signed by Ellyshia C. Tan on 23/09/2024</i>
Jasmin Hachmane	<i>Signed by Jasmin Hachmane on 23/09/2024</i>
Magda Tsekova	<i>Signed by Magda Tsekova on 23/09/2024</i>
Nikoleta Mihova	<i>Signed by Nikoleta Mihova on 23/09/2024</i>