

Team Contract

Team Name:

Project Team Members Names and Sign-off:

Role	Name	Sign-off on Team Contract
Lead – team contract	Carlos Lopez	CL
Lead – progress rpt 1	Jaron Barry	Jaron Barry
Lead – progress rpt 2	Gezel Nasybullina	Gezel
Lead – video production	LOU LOPEZ CHIEF	LOU LOPEZ
MS Project data entry	David Power	David Power
Lead - Project analytics	OSMAN ZAHID	OSMAN ZAHID

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

- Attendance is mandatory, or else accountable
- Respect each others opinion within the team
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Participation: We will:

- Support is required
- Concerns must be voiced
- Pull our individual work load

Communication: We will:

- Be using whatsapp to communicate
- Respond within 2-3 hours
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Problem Solving: We will:

- Work on problems together
- Ask questions if one of us is stuck
- Use each others knowledge areas to understand problems more clearly

Meeting Guidelines: We will:

- Meet after each class session
- End of class to beginning of lunch hour
- Work on the meet of the project at both weekly meetings