

# Team Contract

**Project Name:** A platform of errand delivery service in the same city

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

Name	Sign-off on Team Contract
Congyu Cai	
Zhangyi Shen	
Bin Ren	
Ying He	

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

- accept the work arrangement of the team and finish it on time
- never lose connection
- have a active mindset

**Participation:** We will:

- actively participate every team activities
- never leave early
- never arrive late

**Communication:** We will:

- freely express personal opinions and suggestions
- respect every team members' opinion
- make decision after team communication

**Problem Solving:** We will:

- willing to help team members
- try to solve it on time
- work hard

**Meeting Guidelines:** We will:

- regularly have team meeting
- record every team content
- have video meeting if we can not meet