

# Team 1B Team Contract

## Team

Member	Role
Dylan	Product Owner
Keng Li	Frontend
Priscilla	Frontend
XiangHui	Gamemaster
Yee Kit	Gamemaster
Derick	Gamemaster

## Responsibilities

- A. The team shall maintain a flat hierarchy where each member has equivalent authority and say regarding the decisions made by the group.
- B. Each team member is expected to participate actively in discussions and contribute ideas.
- C. Attendance for all meetings is compulsory for all team members unless there is an emergency.
- D. Each team member to ensure that their work meets the standards required for the assignment deliverables.

## Communication

- A. Communication will be done primarily using Telegram for answering queries and Discord for meetings.
- B. Members should be respectful and not discriminate against each other.
- C. Everyone should listen and consider anyone's idea without any bias.
- D. At any point any member has an urgent matter or issues, he should inform the team through telegram as soon as possible.
- E. For any decisions deemed important by more than 2 members, a vote is required to be held.
- F. Any work-related communication after 2000H are subjected to receiver's decision to respond.
- G. Non-urgent support requests to be sent in the discord #help channel.

## Meetings

- A. Meetings are to be scheduled and attended by all members according to project requirements.
- B. Team meetings should be scheduled at least 3 hours prior and all members must agree to the timing, with a 15mins grace period to join.
- D. Any reschedules is required to be communicated 30 mins prior, and to be agreed upon by more than 3 members
- E. Working hours as a team should be confined within school hours between 0900H to 1800H (GMT +1) daily on weekdays as much as possible.
- F. Weekends (Friday Evening till Sunday Night) should remain untouched as much as possible
- G. Exceptions to clause E and F are for short meetings less than 30 mins before 2200H on weekdays, 2300H on weekends

## Miscellaneous

- A. Focus on what is best for the team as a whole.
- B. Any further amendments to the contract have to be agreed upon and initialled by the group.