

I. COLLABORATION

- a. Encourage inclusive participation. All viewpoints are to be considered. In case of a dispute, the parties involved will present their arguments, and a decision will be made based on a majority vote.
- b. Active engagement in group discussions and collaborative sessions is expected from each member.

II. RESPONSIBILITY

- a. All completed work should be readily accessible to every team member. It is the responsibility of each member to ensure their work is available to others.
- b. Members are obligated to complete their designated tasks within the deadlines established by the group.
- c. The quality and quantity of work submitted should meet the standards of a college-level course.
- d. A record of items discussed or decided should be compiled at the end of each meeting for future reference.
- e. Any instance of plagiarism or cheating will be reported to the instructor immediately.
- f. Any communication sent is assumed to be acknowledged without objections if there is no response within 24 hours.

III. SCHEDULING

- a. Members are responsible for communicating their availability to the team in a timely manner to allow for necessary adjustments.
- b. A grace period of 15 minutes is allowed for each member from the scheduled meeting time. Any delay or absence should be justified.
- c. Meetings should primarily be scheduled during business hours (9 am to 6 pm) from Monday to Friday. Any meetings outside these hours should be mutually agreed upon.

IV. CONSENSUS

- a. Members are expected to respect and abide by the majority's decisions.

V. COMMUNICATION

- a. The team should foster a blame-free environment and focus on identifying areas for improvement.
- b. Honesty and transparency are expected during meetings.
- c. All ideas are welcome, and members should maintain an open mind to different perspectives.
- d. Any criticism should be constructive and aimed at improvement.

VI. TEAMWORK

- a. Decisions should prioritize the overall benefit of the team.
- b. Any modifications to the contract must be mutually agreed upon and endorsed by the team.

VII. PROFESSIONALISM

- a. Members are expected to maintain a professional demeanour during all team interactions.
- b. Personal issues or conflicts should not interfere with the team's objectives.
- c. Confidentiality of team discussions and decisions should be upheld unless otherwise agreed upon.

VIII. CONFLICT RESOLUTION



- a. In the event of a conflict, members are encouraged to resolve it among themselves first. If the conflict persists, it should be brought to the attention of the instructor.
- b. Members should approach conflicts with an open mind and a willingness to compromise.

IX. BREACH OF CONTRACT

- a. Members consent to a reduction in peer review scores by other team members if any of the above stipulations are violated without valid justification.

Contract Agreement

[Signed 18th July 2023]

Group Member Name	Signature
Sim Yan Hern Ryan	
Daycee Lau Li Lyn	
Yong Kai En	
Ng Shi Ying Nicole	
Enrique Carlos Marcelo	
Ng Geok Ting	