

CONTRACT FOR PROJECT GROUP 10

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1. **Communication:** What's the primary way of contacting each other remotely (text, email, etc.)?

Communication will be done via Email, WhatsApp, and Phone call.

2. **Response time:** How quickly do you expect group members to respond?

Response time should be maximum of two hours.

3. **Meetings:** Which day and what place works best for everyone? If there is not a day or place, how do you decide when and where to meet?

A. Meeting time: at least once a week, after class on Thursday.
B. Mode of communication: Mostly WhatsApp, and phone call.
C. Meeting place: on campus.

4. **Division of Labour:** How will you ensure cooperation and equal/fair distribution of tasks?

Team lead to delegate based on the strength of each member and ensure compliance.

5. **Accountability:** What are the team expectations regarding attendance, punctuality, participation, preparedness, task completion, deadlines, communication with the team, commitment, etc.?

Team is going to follow the group contract and course requirements.

6. **Decision-Making:** How will you vote on key decisions (consensus, majority, secret vote, etc.)?

We will decide by majority decision.

7. **Conflict Resolution:** What happens when team members violate one or more terms of the contract, or their work doesn't meet the team expectations?

Conflicts will be resolved amicably in a mature and responsible manner.