Team Name: G2

Team Members: Garnet Koebel, Giordan Pellegrino

**Planning Meetings:**

>Meeting dates will be decided on as a group at least a day in advance. These team meetings will be planned as needed.

>Leader is responsible for agendas when needed. Agendas are to be posted in the Microsoft Teams team at least an hour prior to the meetings

>All meetings are to follow the agenda to maintain focus and any other talk is reserved for the last few minutes of the meeting before debriefing.

>Attendance is mandatory. Any absences need to be explained to the team as a whole. If the team deems the reasoning to be unworthy of a pardon, the team member will be issued a verbal warning. Any infractions proceeding this will result in a strike.

>After a meeting, each team member will verbally announce their responsibility and tasks they will need to complete. They are expected to complete these tasks by the given deadline or the next meeting. Failure to do so will result in a verbal warning, and further infractions will result in a strike.

**Team procedures:**

>All online communication should be restricted to the team chat

>Responses in the team chat are expected within an hour unless stated other wise

>The recorder is to put their minutes in team discussion the next day at the latest

>Decisions are to be done on group consensus. If there is a draw or the decision is deemed to be unruly by the leader, the decision will be left to the leader.

**Team Participation:**

>Any conflicts will have to be discussed by the team. Discussion will lead us to explain both sides of the conflict. This allows us to reach a point where we can all agree on a resolution.

>After each task has been completed. Internal and External Feedback will be taken in account on the next meeting to improve our work.

>Members are to take their roles seriously or face losing credit on the team project. If necessary, the team can issue a strike.

>Poor quality work or missing work without a valid reasoning, to be judged by the team, will result in a strike and a discussion with the team as a whole. Missing or poor work will have heavy impact on the group itself, and needs to be taken seriously.

**Personal Accountability:**

>Team members are expected to maintain a respectful behavior, complete work by the deadlines set by the team, to show up at meetings and debriefings. Failure to do so will result in a verbal warning or a strike, depending on the severity or any prior infractions.

**Consequences:**

>All infractions, except missing or poor work, will first result in a verbal warning and a discussion with the group. After a single verbal warning a strike will be issued.

>In keeping with College Academic Offences policies, any student who has 3 infractions, will receive a

warning on their college record for Unscholarly Behaviour. If there are 4 infractions, this will automatically be changed to an offense, and it will be part of your permanent College record.

By signing this document, you declare:

a)I participated in formulating the standards, roles and procedures as stated in this

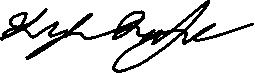
contract

b)I understand that I am obligated to abide by these terms and conditions

c)I understand that if I do not abide by these terms and conditions, I will suffer the

consequences as stated in this contract

1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_05-12-22\_\_\_\_\_\_\_\_



2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_05-12-22\_\_\_\_\_\_\_\_