**THE CONTRACT AGREEMENT OF HAWK\_EYES**

                                                            THIS AGREEMENT MADE ON: 25-07-2020

|  |  |  |  |
| --- | --- | --- | --- |
|  | Team member name | Roll no | Email id /phone No |
| 1. | Kartik watts | 2208351 |  |
| 2. | Joshua | 2208375 | fth545@126.com/02108983060 |
| 3. |  |  |  |
| 4. |  |  |  |

**WITNESS:**  The client and team member undertake and agrees as follows:

**A. Team Structure:**

**1.     Who is the team Recorder/Documentation Manager/Maintainer of all required turn-ins?**

Kartik watts is going to take responsibility for documentation manager of the team and Every member team member is going to records the session for their understanding and Team members give 33 hours in a week and attend all meetings

**Joshua will be the Maintainer of all required turn-ins. Everyone should submit the turn-ins in time. The team member who violates it and does not submit in time needs to buy a pizza for the team or put 50$ in the team fund.**

**2.      Day, time, and place for regular team meetings:**

 Weekly team meeting before the Advisor meeting at Weltec on Wednesday

 Client meeting: Share status report with the client at Weltec  Time: TBD

 Advisor meeting: On Wednesday the most recent progress reports for comment at Weltec

Kartik watts is going to each and every invite to team members for the regular meeting and every team member need to give justification and buy a pizza if he is not able to attend a group meeting.

**3.       Usual method of communication (e.g., e-mail, cell phone, wired phone, in-person):**

We are going to use mostly face to face meeting work meeting for better understanding of the project and somehow if we stuck in our task we will take help of  zoom meeting or via phone .its depend on  how difficult the situation we are  facing by our team member and the most important thing  team member must need to inform immediately if he  stuck in any part of work

**B. Team Procedures:**

1. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members are notified/reminded? Who will be responsible for the team following the agenda during a team meeting?):

2. Method of record-keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?):

  Joshua will use GitHub to keep the records and everyone can see the records through their GitHub account. The records include Timecards, Project Log, Team meeting agenda and Progress Reports.

3.Procedures in the absence of a team member: (will the team meet with one member absent, or must all members be present?):

  All members must present at each meeting. If one team member absents in one important meeting, the absent team member needs to buy a pizza for the next team meeting and catch up with the help of other team members.

**C. Team members shall:**

1. Team member must provide update on time and perform all the work which were given by the Client on time.

2. Team member must do and fulfil earthing which is indicated by the given agreement

Commence the project work by the 25-02-2020 ad substantially perform the project work of character recognitions in a digital image by the project manager /Developer/Tester and database administrator

**C. Certification by team members:**

In appending your signatures below, you are stating that:

1.      *a)  You participated in formulating the standards, roles, and procedures of this contract;*

2.      *b)  You have agreed to abide by these terms and conditions of this contract;*

3.      c)  *You understand that you will be subject to the consequences specified above and may be subject to*

*reduction in overall course grade in the event that you do not fulfil the terms of this contract.*

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| --- | --- | --- |
| Name | Signature | Date |
| Kartik watts |  |  |
| Charanpreet |  |  |
| Joshua |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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**D. Acceptance of contract by faculty:**

This contract does not take effect until it is accepted by the supervising faculty of senior design as evidenced by their signatures below:

|  |  |  |
| --- | --- | --- |
| Client Name | Client signature | Date |
| Waqar |  |  |

|  |  |  |
| --- | --- | --- |
| Advisor Name | Advisor Signature | Date |
| Dax |  |  |

|  |  |  |
| --- | --- | --- |
| Co-ordinator Name | Co-ordinator signature | Date |
| Robert |  |  |