

## **Team Contract**

Team Name: Safety House

These are the terms of group conduct and cooperation that we agree on as a team.

### **Participation:** We agree to....

Meet every Monday, 9:00pm China Standard Time

Using Zoom meeting

Meet with TA about the progression every Monday, 9:30am India Standard Time

### **Communication:** We agree to...

Listen to everyone's opinion and consider its possibility

Don't interrupt other saying or idea

Be friendly and kind

### **Meetings:** We agree to....

Utilize the time wisely

Solve any problem

Be relaxed

### **Conduct:** We agree to...

Fulfill the responsibility for assigned works

Keep effort to contribute to the team

Willing to help others

**Conflict:** We agree to...

Discuss further to find an agreement/solution

Don't complain the difficulty

Have confidence to overcome the issue

**Deadlines:** We agree to...

Complete the works before at least one day before the deadline, to avoid the rush.

Always keep the quality of the assignment and have reviewing

Signature: Haoyang Xie