

## **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 review after work.

Name	Signature
Yichen Yang	Yichen Yang