# Technical Games Production Pair Project Contractual Obligations

## 1 Professional Relationship

When communicating with other members of the project, an individual will not insult, harass or interrupt other people. An individual should attempt to show other members of the group respect and should be friendly to other members of the group. If an individual is believed to not be showing respect, then that individual will be issued a warning generally consisting of the following stages:

Stage 1 Warning – Verbal – A 10 working day review will be consistent with this method.

Stage 2 Warning – Written – A 20 working day review will be subject to lecturer interview.

Stage 3 Warning – Formal Written and Meeting – Removal from the group.

If an individual fails to comply with stages 1 through 2 a stage 3 warning will be initialised. Intellectual Property (IP) granted to the team member will be removed with immediate effect upon a stage 3 being issued and transferred to the remaining members of the project.

## 2 Ownership of IP

All IP created by an individual, will be owned by said individual. If a single piece of IP was created by more than one individual, then that IP will be evenly owned by all involved individuals. Any profits made from the project will be split according to later agreement, if parties are unable to agree on the split of profits then the profits will be split evenly among all names signed.

## 3 Distribution of Project Work

Workload will be split evenly among all members of the project. Any short falls will be raised at the earliest convenience in a team meeting. Ideally a plan of action can be written up and achieved. Failure to comply with said action plan will see the relevant stage warning being issued.

## 4 Project Communication

### 4.1 Discussions

All project decisions will be originally discussed by all members of the project during a group meeting. If all members of the project are unable to agree upon proceedings, then the majority will take precedence. If the decision results in an equal split of members voting either way, then the decision will be made using the guidance of a relevant third party.

### 4.2 Meetings

The group will have a mandatory group meeting at 9AM every Thursday. This group meeting can be reappointed to another time if all members of the group agrees upon the new time. Regular attendance to these meetings is of great importance to the project, therefore excessive failure to attend with unreasonable response may result in a staged warning being issued.

## 5 Failure to Comply

As mentioned previously, any failure to comply with this contract will result with the failing individual being removed from the group and their created IP for the project being transferred to the remaining members of the project. All staged warnings can be identified in section 1. Professional Relationship.

Contract Start Date: 08/11/2018 Contract End Date: 13/01/2019

Signature of First Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials (Capitalised): \_\_\_\_\_\_\_\_\_\_

Signature of Second Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials (Capitalised): \_\_\_\_\_\_\_\_\_\_

