**Team Contract**

**Date: 1st Oct 2021**

**Project Name:** WeBook

**Project Team Members’ Names and Sign-off:**

|  |  |
| --- | --- |
| **Name** | **Date** |
| Christie | 1st Oct 2021 |
| Whye Keat | 1st Oct 2021 |
| Danial Afiq | 1st Oct 2021 |
| Chua Tian Sheng | 1st Oct 2021 |
| Liew Yong Qi | 1st Oct 2021 |
| Tan Hui Min | 1st Oct 2021 |

**Code of Conduct:** As a project team, we will:

* Maintain harmony
* Ethics
* Respect one another

**Participation:** We will:

* Actively participate by providing ideas
* Provide feedback on said ideas to improve them
* Input our ideas

**Communication:** We will:

* Speak Openly and Respectfully
* Communicate our ideas efficiently
* Interact and exchange information

**Problem Solving:** We will:

* Solve any obstacles ahead
* Find solutions
* Ask for assistance

**Meeting Guidelines:** We will:

* Review meeting agenda
* Strive to meet stated purpose
* Review status