**Team Contract**

**Project Name: AI Workplace Safety**

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

| **Name** | **Sign-off on Team Contract** |
| --- | --- |
| **Julia Borlase** |  |
| **Sai Gamana Putta** | **Gamana** |
| **Ray Crescent Garcia** |  |
| **Lingze Meng** | **Lingze Meng** |
| **Haoge Ming** | **Haoge** |

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

· Communication with team members - team members will speak politely and respect each other, will not lower their voice or their opinions. All the team members will be positive in recognizing and thanking one another's thoughts on the team project, will not be speaking down to each other. Team members should acknowledge and thank each other for the contributions they make for the team project.

· Seeking help from team members - Be honest with ourselves when we are stuck and accept help from other team members. Allow members to provide assistance when we are stuck.

· Team meetings: All team members must listen attentively without interjecting while an individual team member is sharing their thoughts and ideas. During conversations, there should be no disagreements. All team members must attend all the meetings and adhere to the rules that govern effective meetings. Attending meetings prepared by members of the meeting group should be punctual.

· Team members’ communication with other teammates and including teacher- teammates will ensure they all understand what to communicate and when. Any complaints regarding team members will be addressed first in the team and try to solve it if it does not solve, we communicate with the teacher for help.

· Team problem solving, conflict resolution, and decision making - disputes among teammates will be handled directly with the disputants. It is important to not hold grudges against one another and work together oas a group leading to achieving success.

· Team leadership - We are a team of 5 members and treat all team members equally hence leadership will rotate weekly as per the work done that has been provided to the individual by the group.

**Participation:** We will:

·Treat the project with a creative mind and positive attitude to discuss.

·Respecting each member’s idea and measuring the balance produce the final answer.

· Accept any idea and analysis rationally together.

**Communication:** We will:

· Discuss and consider any ideas given by a team member.

· Not be afraid to ask each other for help and to be willing to help one another when needed.

· Give each other effective feedback and be welcoming of criticism.

**Problem Solving:** We will:

· Try to encourage people to actively express their opinions to solve problems so that we can see the problem from different perspectives to solve it better

· Combining everyone's ideas through the discussion, get a solution that everyone is satisfied with, and may also come up with better ideas in the process of discussion

· Referring to other similar cases and using data to help solve the problem, we can learn from other people's experiences and combine our own ideas to solve problems.

· Always be patient and find the best solution for the problem

**Meeting Guidelines:** We will:

· Attend all scheduled meetings, and communicate with the team if you can not attend. This will allow the team to keep members that can’t make it up to date.

· Be focused during meetings, while meetings are online, act and engage as if you were in person.

· Be involved in group discussions, and communicate your progress and ideas to the team so everyone is up to date with the whole project.

· Stay on task during meetings and follow the plans set out in the timeline in the team portfolio.