**Team Contract**

**Project Name: Network Performance Evaluation on Linux Based Operating Systems**

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Date** | **Sign-off on Team Contract** |
| **Nathan Quai Hoi** | **18/03/2025** | **NQH** |
| **Win Phyo** | **18/03/2025** |  |
| **Zafar Azad** | **18/03/2025** | **ZA** |
| **Thomas Robinson** | **18/03/2025** |  |
| **Larissa Goh** | **18/03/2025** |  |
| **Charmi Patel** | **18/03/2025** |  |
| **Kylie Afable** | **20/03/2025** | **KA** |

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

* Work proactively, anticipating potential problems and working to prevent them
* Keep other team members informed of information related to the project
* Focus on what is best for the whole project team
* See the team project through to completion

**Code of Ethics:**

* Maintain integrity, transparency, and accountability in all actions.
* Respect and value diversity, fostering an inclusive team environment.
* Commit to excellence and collaborative efforts for project success.

**Participation:** We will:

* Be honest and open during all project activities
* Encourage diversity in teamwork
* Provide the opportunity for equal participation
* Be open to new approaches and consider new ideas
* Have one discussion at a time
* Let the team know well in advance if a team member must miss a meeting or may have trouble meeting a deadline for a given task

**Communication:** We will:

* Decide as a team on the best way to communicate various information
* Focus on solving problems, not blaming people
* Present ideas clearly and concisely
* Meet and communicate frequently to discuss project progress
* Arrange additional meetings as needed
* Keep discussions on track
* Honor meeting timeframes
* Read communications (emails, meeting minutes, action items, etc.) from each other
* Respond to each other in a timely manner (i.e., within 24 hours)

**Problem Solving**: We will:

* Encourage everyone to participate in solving problems
* Only use constructive criticism
* Hold each other accountable for meeting the standards
* Consequences for behaviours impacting Team performance

**Meeting Guidelines:** We Will:

* It is mandatory to attend meetings every Thursday with the mentor/ client.
* Any additional meeting date and time must be scheduled in advance.
* Create and distribute an agenda before each meeting.
* Set expectations for meeting schedules and respecting allocated time for each agenda item.
* Assign responsibilities for documenting meeting minutes, tracking action items, and following up on tasks between meetings.
* Encourage feedback on meeting processes and suggest periodic reviews to assess the effectiveness of meetings and adjust guidelines as needed.

**Consequences for behaviour impacting Team performance.**

* Tasks will not be accomplished on time due to constant absence.
* Poor communication among team members can impact work efficiency.
* Project will not meet the deadline if individual tasks are not completed on time.
* Teams cannot work effectively if team members do not respect other team members or constantly have conflicts.