This team contract establishes the standards and expectations for our team's conduct, communication, and collaboration during our time together. Our core values—Time Keeping, Communication, Patience, Cooperation, Honesty, and Thoughtfulness—serve as the foundation of this document. By adhering to these principles, we aim to foster a productive, respectful, and supportive environment that will lead to our collective success.

**1. Time Keeping**

**Commitment to Punctuality**: We understand that time is a valuable resource. All team members commit to being punctual for meetings, deadlines, and project milestones. If a member anticipates being late or unable to meet a deadline, they will communicate this as early as possible to minimize disruption.

**Respecting Each Other’s Time**: Meetings will be concise, with a clear agenda shared in advance. We will respect each other's time by being prepared and staying focused on the task at hand.

**2. Communication**

**Open and Clear Communication**: We commit to maintaining open lines of communication at all times. Each member is responsible for expressing their ideas, concerns, and feedback clearly and respectfully.

**Responsive and Accessible**: Team members will make themselves available for discussions, respond to messages in a timely manner, and actively participate in group communications. We recognize that effective communication is key to our success.

**3. Patience**

**Understanding and Empathy**: We acknowledge that everyone works and thinks differently. We commit to being patient with each other, taking the time to listen, understand, and support our teammates, particularly during challenging situations.

**Constructive Problem-Solving**: Patience extends to problem-solving. We will approach challenges calmly, taking the time to consider all perspectives before making decisions.

**4. Cooperation**

**Team-Oriented Approach**: We are committed to working together towards our common goals. Cooperation is essential, and we will prioritize team success over individual achievements.

**Support and Encourage**: We will actively support each other’s work, provide constructive feedback, and celebrate successes together. Cooperation involves being ready to assist a teammate in need, sharing resources, and ensuring that no one is left behind.

**5. Honesty**

**Transparency and Integrity**: Honesty is a non-negotiable value in our team. We will be transparent in our actions, admit mistakes when they occur, and approach all situations with integrity.

**Trustworthy Interactions**: Building and maintaining trust within the team is crucial. We will be honest in our communications and hold ourselves accountable for our words and actions.

**6. Think Twice**

**Thoughtful Decision-Making**: We commit to thinking twice before acting or making decisions that impact the team. This involves considering the potential outcomes, consulting with team members, and reflecting on the implications of our actions.

**Respect for Diversity of Thought**: We will respect and value the diverse perspectives within our team. Before acting, we will consider how our decisions affect others and contribute to the team’s overall objectives.

By signing this contract, each team member agrees to uphold these standards and values throughout our collaboration. We recognize that our collective success depends on our commitment to these principles, and we pledge to hold ourselves and each other accountable in creating a positive and productive team environment.

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| Signature | Student ID | Date |
| Jiaqi Zhang | 48159861 | 31/07/2024 |
| Hewen Zheng | 48287577 | 31/07/2024 |
| Jinwen Hu | 48315162 | 31/07/2024 |