**GROUP CONTRACT**

**SEA400 Group 4**

**Group Members:**

1) FAHAD ALI KHAN

2) TANISH NARESH KALATHIYA

3) MOHAMMED AERAF KHAN

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| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:

Place: College Campus

Time: Whenever everyone is comfortable.

1. Preferred method of **communication** in order to inform each other of team meetings, announcement, updates, reminders, problems we will use these means.

WHATSAPP GROUP

DISCORD

TEAMS

IN PERSON

1. **Decision-making policy**:

DISCUSSION.

1. Method for setting and following meeting **agendas** :

We shall discuss and decide for team agenda together.

Instantly after the lecture/meeting. It’ll be notified through our whatsapp group.

All three of us will be responsible for the team following the agenda.

1. Method of **record keeping**:

**We will record all the discussions of our work through GITHUB. We will make changes and keep pushing the new changes on github**

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards**:

We will try to finish our work before the deadline and submit all the requirements. We will make sure everyone does their part of work.

Every decision will be made over discussion.

* 1. **Strategies** to fulfill these standards:

**Team Participation**

The teammates are all mature and understanding so we will make equal participation to get good marks and learn the value of teamwork.

**Personal Accountability**

We all will ensure to be present in all the group meetings and give our opinion in every aspects required.

We will plan for the most suitable time for the group work to be done. Considering everyone’s compatibility.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

If anyone Fails to follow procedures and fulfill expectations then the other members shall report the misconduct to the program instructor.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) FAHAD ALI KHAN

2) TANISH NARESH KALATHIYA

3) MOHAMMED AERAF KHAN

DATE: 14th JAN 2023