**Group Contract**

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| Group Name: | **Group 3** | Date: | **07/09/2022** |

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**: We agree to participate actively and be proactive (taking the initiative while making decisions and elaborating the tasks in the project).

Everyone should go to every SEP class and every meeting both with the supervisors and individual group meetings. If someone is sick it is better to stay at home to protect the other group members, but such member should join the group meeting through discord or other online communications apps. Having to work it is an exception and meetings will try to be held according to everyone's schedule.

**Communication**: We agree to...

English as the official language

WhatsApp will be our main tool for communication.

As we discuss important issues, we agree to answer the messages, so the sender knows that everyone has read them. If someone doesn’t answer, they will lose the privilege to complain about the talked issue, for example, while deciding the time for a meeting.

**Meetings**: We agree to hold meetings every Wednesday during the class period from 8:00 to 13:00 taking the necessary time needed to finish the tasks. They will be held in person at VIA when possible and using discord as an exception.

During the project period, the meetings will be from Monday to Friday from 8:00 to 16:00 (depending on the schedule at that time).

**Conduct**: We agree that our priority is to always treat other group members with respect. We also agree to be open and let others know our thoughts, making our best effort to express ourselves, and to try to understand everyone point of view.

We also agree to behave properly, to be responsible (regarding deadlines and group work among other issues) and sensible.

We also agree to arrive on time to the meetings (if there is no major inconvenience), as is disrespectful to the other members not to do so. We agree that everyone who comes late (more than 7 minutes) must bring snacks for all the group.

**Conflict**: From previous semesters experience, we know that conflict will arise. We agree to solved them by talking to each other and trying to compromise as much as possible. If in a conflict we end up in the situation where 3 of the members agree on something and the other doesn´t, we agree that is the minority who has to be more flexible when trying to find a middle point solution. However, before getting to that, all of the parts of the conflicts have the right to express their opinion, and everyone has the responsibility and obligation to listen and try to understand their point. We agree to be open minded and willing to change our minds during all conflicts and discussions.

**Deadlines**: We agree to hand in everything in time. We agree to respect the deadlines that we set ourselves just as much as the ones set by the teachers.

**Other Issues:** We agree that during the project period all of us will reserve rooms so we will have space to work.

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| **Group member’s name** | **Student number** | **Signature** |
| Rafael Sánchez Córdoba | 315212 |  |
| Rosa Briales Marfil | 315250 |  |
| María Ortiz Planchuelo | 315266 |  |
| Alexandru Dulghier | 315267 |  |