

Team Contract

Project Name: *finappster* Sigma

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Chris Stehlin	
John Sangalang	
Jose Santos	
Pete Scandle	

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

- Treat all members of the team with respect.
- All work will be distributed fairly and completed to a high standard.
- Meet our assigned action items within the allotted timeframe.
- Strive to meet any reasonable requests for assistance made by members.
- See the project through to completion.

Participation: We will:

- Provide an environment where members can contribute fully to discussions.
- Have one discussion at a time.
- Show a willingness to listen to members ideas and provide only constructive feedback.
- Submit work within an agreed timeframe
- Encourage diversity of thought

Communication: We will:

- Inform the team ahead of time if unable to attend a meeting.
- Utilize a group chat to communicate.
- Honor meeting timeframes.
- Keep discussions on track.
- Present ideas clearly and concisely

Problem Solving: We will:

- Fully explore all ideas to resolve problems.
- Work together as a team to overcome obstacles.
- Work to the strengths of each member.
- Strive to build on each other's ideas.
- Hold each other accountable for meeting standards.

Meeting Guidelines: We will:

- Meet weekly at 1000 Friday, with alternate meetings at 1300 on Tuesdays if required.
- We will endeavor to keep meetings as brief as possible while maintaining the highest possible standard of excellence.
- Minutes will be kept utilizing the templates provided and will have an agenda set before they commence.