

Team Contract

Team Name:

HQLF

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

Participation: We agree to....

- Actively participate in team discussions.

- Regularly update our individual progress.

- Try to contribute equally to all responsibilities.

Communication: We agree to...

- Maintain regular communication with each other; make sure prompt responses are

provided to group members

- Communication platform by WhatsApp

Meetings: We agree to....

-Zoom Meeting held regularly

- One of the team members summarized the meeting content.

Make sure everyone come back to the meeting with previous assigned work done
(unless notice in advance)

-Need to ask for leave in advance if you are not attending the meeting

Conduct: We agree to...

-Maintain a respectful and supportive vibe within the group.

Conflict: We agree to...

-Conflicts resolved promptly and make sure solutions are provided with recording



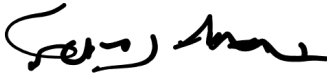
- Make sure all conflicts are not escalated to personal interest

Deadlines: We agree to...

- Meet the Deadlines without need for any extension

- Do regular meeting and check-ins for the same

- Periodically reviewing the results among each other to stay on track

Team Member's Name	Team Member's Signature
Harish Kannan	
Yujie Li	
Nan Sang	
Zhuyu Wu	