

Team 4 Contract Agreement

A. Purpose & Commitment

This contract is to ensure the group project goes smoothly until completion. Each member must be responsible for their own portion of the work and **maintain open communication with the team**. By signing this contract, all members agree to uphold the agreements to the **standards and commitments** set throughout the entire duration of the project.

B. Code of Conduct

1. Respect each other's ideas; feedback must be constructive.
2. Be proactive and participate in team meetings.
3. Communicate clearly and respectfully.
4. Work together as a team to complete the project.

C. Work Allocation

1. Work allocations are assigned based on strengths.
2. Tasks are to be equally distributed and balanced.
3. Work is to be uploaded and done in the shared OneDrive Folder for transparency and collaboration.

D. Meetings & Communication

1. Weekly meetings will be scheduled via majority vote on telegram/during lessons.
2. Must attend unless a valid reason is provided in advance/you are sick.
3. Minutes will be recorded and stored in Telegram.
4. Group communication platforms include Telegram.

E. Conflict Resolution & Decision Making

1. All decisions require majority agreement after discussion.
2. Conflicts must be resolved within the group first. If unresolved, escalate to the instructor.
3. Conflicts should be addressed respectfully and promptly.

F. Accountability & Consequences

1. If a member repeatedly fails to deliver tasks without valid reason, a follow-up will be given.
2. If no changes are made, it will affect peer reviews and be reported to supervisors.
3. Exceptions will apply for medical or personal emergencies.

G. Agreement

By signing below, all team members agree to the terms and conditions of this contract.

Name	Signature
Loo Wai Tung, Sarah	
Hilman Afiq Bin Azman	
Lee Jia Min	
Darren Ho	
Leo Oh Kang Weng	
Khoo Jun Ye	