**Team Contract for CSG 2341**

**Project Team Name:** Group 5

**Project Team Members Names, Roles and Sign-off:**

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| --- | --- | --- | --- |
| **Name** | **Student No.** | **Role** | **Sign-off on Team Contract** |
| DAVID SELVAM Visahl Samson | 10498743 | Team Leader |  |
| PHONE TOE Kyaw | 10502161 | Tester |  |
| YONG HAN Tan | 10505415 | Developer |  |

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

* Cannot be late to the meeting
* Only talk about the project during the meeting

**Participation:** We will meet and discuss project matter a minimum of 1 time per week:

* Members need to either reach to PSB Academy study area or Digital platforms such as Skype, Zoom, Microsoft Teams, and Blackboard Collaborate at 6 PM every Tuesday.
* All group members are required to be punctual in joining meetings.
* Group members must take turns listening and talking as everyone should contribute and have a say (only one person talking would be appropriate while a new feature is being demonstrated)
* Group members must take turns recording the minutes of each meeting in addition to updating any allocated tasks and their agreed upon deadlines. 10. All members must be made aware of and contribute towards any decisions before they are officially made.
* Group members are required to share files/work in the agreed upon collaboration platform (such as the group’s File area).

**Communication:** We will:

* Email, WhatsApp, Blackboard group forums.
* Team members agree to complete major correspondence to ALL other members and not to single entities.

**Conflict Resolution:**

* Conflicts that occur should be mentioned to and be discussed by the whole group to ensure everyone is on the same page.
* If a group member misses a deadline without a valid reason, that group member will be issued a formal warning and the tutor and unit coordinator will be notified.
* Member who do not come to meeting for two weeks, will be ejected from the group.

**Meeting Guidelines:** We will:

* Recorded, Notes, placed in University’s one drive.