

Team Contract for CSG2344

Project Team Name: _____CG1_____

Project Team Members Names and Sign-off:

Name	Student No.	Sign-off on Team Contract
Hirun KANAKKA HEWAGE	(10676626)	<i>Hirun</i>
Janith GUNARATHNE	(10676638)	<i>Janith</i>
Yapa JAYASINGHE	(10675273)	<i>Yapa</i>
Hesandi DISSANAYAKE	(10676483)	<i>Hesandi</i>
Methuli JAYAWICKRAMA	(10675813)	<i>Methuli</i>
Leshindri AGALAWATTA	(10684165)	<i>Anjali</i>

Code of Conduct:

As a project group, we will follow the ECU Code of Conduct and the university rules and regulations—honesty, truth, and accountability as individuals and as a team.

Participation:

We plan to meet at least twice a week to ensure that everyone can stay informed and involved, but we will call meetings as required. Attendance at these meetings is therefore anticipated. Every week, there will be a single meeting held on Microsoft Teams, with recordings stored in Google Docs. A week-long in-person gathering for project updates will be another.

Communication:

Our primary communication tools will be MS Teams and email. A WhatsApp group will also be created at the beginning of the project to facilitate quick communication. All project documentation will be done using MS Word files.

Conflict Resolution:

A team member will be removed from the group if more than three meetings are missed without a valid reason. In the case of any disputes, we will follow the guidelines of the university's conflict resolution.

Meeting Guidelines:

Every meeting will have documentation done in summary and saved alongside the recording into the Google Drive account. Therefore, the absent members will catch up on what they missed from the discussions very effectively.