**Team Contract**

**Project Name: Web Publishing System**

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

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **AbdelRahman Shemies** |  |
| **Ahmed Salman** |  |
| **Adham Sharaf** |  |
| **Ezz ElMayal** |
| **Moustafa ElAhmar** |  |
| **Nada Elkobtan** |  |

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

* Uphold the security and privacy of any sensitive data.
* Maintain confidentiality in our work.
* Act with integrity and professionalism at all times.
* Respect the intellectual property of others.
* Follow company policies and procedures.
* Avoid any potential conflicts of interest.
* Abide by all relevant laws, rules, and regulations in our work.
* Foster a positive and respectful work environment.
* Avoid discrimination and promote open communication within the team.

**Participation:** We will:

* Discuss and present the work being done by each team member or group.
* Encourage all team members to contribute their opinions in group meetings and make decisions by consensus.
* Ensure that all team members are knowledgeable about the project and have mastered specific areas of expertise, so that the project can continue smoothly in case of absences.
* Each will discuss which part he’s working on or if group of team members are working on the same thing will present it.
* Each member from the team must declare his/her opinion in the group meetings session and any decision should be taken by the approval of the whole team not by the majority, as the team will all be affected by anything happen in any urgent case.
* Each must be on the same level of knowledge in the project and master a single part that he’s brilliant in it, as if one member is absent, there will always be a compensate for him, so that the project will not be terminated or stopped waiting for a specific member.
* Contribute to team discussions and decisions in a constructive manner.
* Communicate any concerns or issues to the team in a timely manner.
* Be open to feedback and willing to learn from others.

**Communication:** We will:

* Hold daily meetings to track progress.
* Meet every 2-3 months to present a workable product with full documentation.
* Communicate regularly with the project manager via email and meetings.
* Use clear and effective communication when discussing tasks and responsibilities.
* Keep each other informed of progress and any changes to schedules or tasks.

**Problem Solving:** We will:

* Analyze problems thoroughly, considering any potential drawbacks.
* Evaluate the impact of problems on the rest of the code and the project as a whole.
* Seek guidance from the project manager or senior project manager when needed.
* Consult with clients if additional information is needed to address issues.

**Meeting Guidelines:** We will:

* Start meetings by presenting individual or group work.
* Share updates on completed tasks and next steps.
* Discuss and resolve any problems that arise in meetings.
* Address any changes to project requirements and determine the best course of action.