

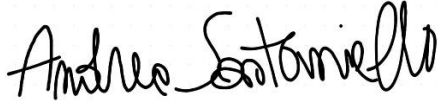



Team Contract

Project Name: KeyMaster

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Mattia d'Argenio	
Daniele Dello Russo	
Andrea Santaniello	
Michele Corcione	

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

- Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
- Keep other team member informed.
- Keep proprietary information about our customers in strict confidence.
- Focus on what is best for the project as a whole
- Be honest and realistic in planning and reporting project scope, schedule, staffing

Participation: We will:

- Be honest and open during meetings.
- Give everyone the opportunity for equal participation.
- Be open to new approaches and ideas.

- Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved

Communication: We will:

- Seek first to understand, and then to be understood.
- Be clear and to the point.
- Decide as a team on the best way to communicate various information.
- Keep discussions on track.
- Meet and communicate frequently to discuss project progress
- Read communication from each other

Problem Solving: We will:

- Encourage everyone to participate.
- Only use constructive criticism.
- Build on each other's ideas.

Meeting Guidelines: We will:

- Plan to have a face to face meeting every Wednesday evening.
- Plan to have an online meeting every Monday.
- Meet more frequently during Christmas holiday.
- Arrange for telephone or videoconferencing for participants as needed.
- Hold other meeting as needed