

TEAM CONTRACT

I. Information

<i>Student ID</i>	<i>Name</i>	<i>Role</i>	<i>Signature</i>
23127099	Nguyễn Ngọc Hưng Phát	Developer	<i>Phat</i>
23127118	Lê Nguyên Thảo	Designer	<i>Thao</i>
23127269	Đỗ Đăng Nhật Tiến	Business Analyst	<i>Tien</i>
23127447	Nguyễn Thanh Owen	Developer, Leader	<i>Owen</i>
23127464	Trần Minh Quang	Developer, Tester	<i>tranminhquang</i>

II. Terms and Conditions

A. Communication Plan:

- Communication tools and the frequency of meetings:
 - **Discord:** Sundays at 7:00 PM
 - **Library:** Wednesdays at 10:00 AM
- Protocols for decision-making and conflict resolution: The leader will make the final decision based on majority opinion and feasibility.
- Expectations for response times to messages and deliverables: Team members are expected to respond within 24 hours to messages and deliverables.

B. Work Schedule and Deadlines:

- Each member has their own individual deadlines.
- If a deadline cannot be met:
 - Notify at least 24 hours in advance.

- Provide a reason.
 - Report the work completed so far.
- Extension duration depends on task complexity.

C. Code and Documentation Standards:

- Coding conventions and tools: Use GitHub for code management.
- Expectations for code reviews and testing procedures: Prioritize code readability and maintainability.
- Project documentation: Include clear and updated documentation throughout the project.

D. Accountability and Performance:

- Criteria for measuring contribution and quality of work: Based on task completion level, evaluated by the team leader.
- Handling underperformance or lack of participation:
 - 1st offense: Warning.
 - 2nd offense: Deduct 50% from Weekly Task contribution.
 - 3rd offense: Deduct 50% from PA contribution.
 - 4th offense: Deduct 75% from PA contribution.
 - 5th offense: Deduct 100% from PA contribution.
- Consequences for not adhering to the team contract: Deduct 100% from Project contribution.

E. Decision-Making Process:

- Define how decisions will be made: majority vote.
- Leader has the final say in case of disagreements.

F. Conflict Resolution:

- If a conflict arises:
 - All parties present their opinions.
The leader makes the decision.
 - If the rejected party disagrees with the leader's decision, a vote will be conducted.
 - If disagreement persists after the vote, the individual is considered in violation of the contract.

G. Review and Update Contract:

- Terms will be updated if new issues arise that are not covered in the current contract.
- A team vote will be held to update the contract accordingly.