

# Team Contract

## Date

**Project Name:** UOW Event Booking System

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

Name	Date
Zhi Kai	03/10/2019
Ming Yao	03/10/2019
Li Shan	03/10/2019
Arr Lay	03/10/2019
Amirah	03/10/2019

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

- Take responsibility in our tasks
- Ensure every member is informed with the latest updates
- Focus on what is best for the team as a whole

**Participation:** We will:

- Be honest and open to our thoughts
- Help one another whenever one of us faces a challenge, use other strengths for one's shortcomings
- Ensure everyone is given the opportunity to share their opinions

**Communication:** We will:

- Have open-door policy so that we can build trust among group members
- Be concise and clear in communications
- Using different kinds of visual to facilitate discussion (e.g charts)

**Problem Solving:** We will:

- Individually contribute our opinions to the team, however, the team should ultimately come to an agreement which everyone is comfortable with.
- Resort to 'majority rules', when problems arise during decision making,
- If the case arises where a mediator is needed, the group will vote for a mediator within the group to handle that specific issue.

**Meeting Guidelines:** We will:

- Always make sure everyone is present in the meeting. In cases where by someone is not available, date will be chosen where most of the members are available.
- Ensure that there will be meeting minutes written so that everyone will be updated to the latest information of the project.