

Team Contract - T020-2

Team T02-2:

Adhira John | Leonie Mertens | Taha Ghumman

These are the terms of group conduct and cooperation that we agree on as a team.

Participation:

We divide all arising tasks fairly among team members, ensuring that everyone contributes equally to the project. Each group member commits to reliably attending the scheduled meetings and completing their assigned work outside of these sessions. If other team members need assistance with their tasks, we offer support after mutual agreement.

Communication:

Communication takes place via Discord. Team members are expected to respond to messages sent before 8:00 PM on the same day to facilitate smooth written communication. Everyone checks their Discord messages at least once per day between 8:00 PM and midnight. Any scheduling conflicts or other issues affecting planned meetings must be communicated as soon as possible.

Meetings:

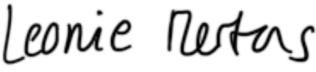
We hold a weekly online meeting every Thursday from 9:00 to 11:00 AM. Leonie Mertens is responsible for taking short meeting minutes that summarize task distribution and deadlines. The minutes are posted in our Discord chat immediately after each meeting so that everyone is informed about their responsibilities and deadlines. Meetings are primarily used for planning, check-ins, and progress updates. If additional meetings are required, they are arranged through Discord or during one of the regular meetings. One week before a major deadline, we will hold an in-person meeting to review our upcoming submission together.

Conflict Resolution:

We always discuss our ideas with the group and make collective decisions about which approach to pursue. To prevent unnecessary disputes, we resolve differences in opinion democratically. Whenever possible, we also integrate valuable aspects of the non-selected ideas into the chosen approach to acknowledge everyone's contributions. In general, open and respectful communication is emphasized to prevent conflicts from escalating in the first place.

Deadlines:

We agree on internal team deadlines to ensure that tasks forming the basis for other work are completed on time. These deadlines are set during meetings with the consent of all team members to ensure they are realistic. Each member is responsible for completing their part punctually and with proper planning. If someone is unable to finish their work before the agreed deadline, they should inform the group as early as possible so that a solution can be found and the workflow remains uninterrupted.

| Team Member Name | Team Member Signature | Date Signed |
|------------------|-------------------------------------------------------------------------------------|-------------|
| Taha Ghumman |  | 09/25/2025 |
| Adhira John |  | 09/25/2025 |
| Leonie Mertens |  | 09/25/2025 |