**Team Contract**

**Date: 6th Nov 2023**

**Project Name:** Global Trep - Part 2

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

|  |  |
| --- | --- |
| **Name** | **Date** |
| **Aagam Shah** | **6th Nov 2023** |
| **Chetna Chander** | **6th Nov 2023** |
| **Deepthi Muraleedharan** | **6th Nov 2023** |
| **Subin Varughese** | **6th Nov 2023** |

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

* Work ahead of schedule; anticipate issues and work to solve them.
* Act ethically and truthfully in all aspects of the project.
* Focus on what's best for the team as a whole.
* Communicate project-related information to other team members.

**Participation:** We will:

* Participate actively in project activities and carry out your assigned tasks and duties as two team members.
* Encourage diversity in teamwork and provide the opportunity for equal participation.
* Be open-minded and receptive to new perspectives and concepts.
* Present ideas clearly and concisely.

**Communication:** We will:

* Communication with project members is conducted in an open and timely manner.
* Communicate with the project manager in advance when a team member cannot attend a meeting or has difficulty meeting a completion date for a particular task.
* Work together to create and complete the project schedule according to the timeline.
* Keep discussions on track and review the work as a group.

**Problem Solving:** We will:

* Enforce project standards, timelines, and quality guidelines.
* Encourage everyone to get involved in problem-solving and work together as a group to come up with solutions.
* Use only positive feedback and concentrate on fixing issues, not making accusations.
* Be responsible for your commitments.

**Meeting Guidelines:** We will:

* Have a Zoom meeting frequently to review the progress.
* Create meeting minutes focusing on decisions made and action items from each meeting.
* The meeting minutes should clearly and concisely outline the main points, decisions, and actions taken.

**Academic Integrity Affirmation**

I certify that this is my work and that I did not plagiarize it from the internet, other students, or any other source. I adhered to Conestoga College's individual/group work instructions for this assignment, and my work fully complies with Conestoga's academic integrity policy.

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| ***Name*** | ***Signature*** | ***Date*** |
| Agam Shah |  | 06-11-2023 |
| Chetna Chander |  | 06-11-2023 |
| Deepthi Muraleedharan |  | 06-11-2023 |
| Subin Varughese |  | 06-11-2023 |