**Team Contract**

**Project Name: The Fantastic Four Consulting**

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

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Addison Babcock** |  |
| **Veenayah Kunniah** |  |
| **Jianxing Zhao** |  |
| **Zhigang Liu** |  |
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**Code of Conduct:** As a project team, we will:

* Arrive to class on time
* Complete our work at a high quality on time
* Contribute our best effort

**Participation:** We will:

* Contribute our fair share to the projects
* Arrive on time

**Communication:** We will:

* Communicate clearly and effectively
* Alert the team of problems early to avoid delays in work
* Be proactive with informing team members of progress

**Problem Solving:** We will:

* Confront challenges as a team
* Compromise when needed
* Solve problems instead of avoiding them until the last minute

**Meeting Guidelines:** We will:

* Schedule meetings in advance recognizing that team members might have prior commitments
* Alert our team if we cannot attend a meeting
* Make every effort to attend a meeting we agreed to