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| **NAME** | **PRIMARY CONTACT INFORMATION** |
| Seyram Atsu Quist | +15878374665 |
| Akosua Gyimah | +14034648322 |
| Joseph Mills | +13688896344 |
| Gideon Asamoah | +233501084821 |

1. Communication

The group will communicate through WhatsApp group chat primarily. In case of any unavailability, members will communicate through email and Zoom meetings.

1. Response time

Members are expected to respond to messages within 2 hours of receiving them to ensure smooth and timely communication. Emergencies and unavailability must be informed to other group members in advance of meeting times.

1. Meetings

We will be meeting 2 times a week, Wednesdays and Saturdays at Hunter’s and the Library depending on how populated the buildings are. The time for the meetings will be decided by group members on the Tuesday and Friday evenings each week.

If we can not meet in-person we will schedule group meetings on Zoom to make headway with our lab assignments

1. Division of labour

Tasks will be distributed among members based on strengths and interests. No one person will be assigned the same duty throughout the course duration. Duties will be changed for every assignment. Each member is responsible for completing their assigned tasks but if they need clarification or help other members must help to ensure the whole group's success.

Regular check-ins during meetings will ensure assignment progress.

1. Accountability

Members are expected to attend scheduled meetings on time, if late they should arrive no later than 30 minutes after the agreed time.

All deadlines must be respected. If there is a delay on any member's side, the other group members must be informed immediately. Members are expected to maintain open communication throughout the assignment time.

1. Decision-Making

Decisions that affect the group will be made by consensus and in a difficult case, majority vote.

1. Conflict Resolution

If a team member violates any terms of this contract, the team will first discuss with the member in question.

If the issue persists, the team will decide to consult the course instructor. If necessary, the member in question will be dropped from the group.

SIGNATURES

1. **SEYRAM ATSU QUIST**

*(print name)*

1. **AKOSUA GYIMAH**

*(print name)*

1. **JOSEPH MILLS**

*(print name)*

1. **GIDEON ASAMOAH**

*(print name)*