**Team Contract**

**Project Name:** Web-based Information System for MicroHousing System in Kuala Lumpur

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

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| **Name** | **Sign-off on Team Contract** |
| **Luh Wulandari Maharani** |  |
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**Code of Conduct:** As a project team, we will:

* Protecting company assets
* Share issues with the team
* Actively participate in meetings

**Participation:** We will:

* To contribute fully to the best of our ability
* To take initiative in participating in the group tasks
* Brainstorming for solve the problem in the group

**Communication:** We will:

* Be respectful to each team member that has equal opinion
* Take responsibility to communicate their ideas
* Be clear about tasks so everyone’s knows their responsibility

**Problem Solving:** We will:

* Active listening to the member who has the problem
* Define the problems to make a statement that tells what the problem is
* Diagnose the problem to find cause of the problem

**Meeting Guidelines:** We will:

* Be clear and to the point
* Keep discussion on track
* Be open to new approaches and listen to new ideas
* Be honest and open during meeting
* Use visual means such as drawings, charts, and tables to facilitate discussion