**Appendix II**

**Team Contract**

**Project Name: Recording Student Achievements**

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Alex Hill** | A. Hill 5/4/2016 |
| **Daniel Fruean** | D. Fruean 5/4/2016 |
| **Gurman Singh** | G. Singh 5/4/2016 |
| **Tae Park** | T. Park 5/4/2016 |

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

* Follow the project criteria as closely as possible
* Behave in a manner that benefits the team as a whole
* Try to maintain academic integrity
* Refrain from abusing team members, verbally and physically.

**Participation:** We will:

* Make our best efforts to attend every team meeting on time
* Actively participate and listen to other members
* Get approval from each group member before publishing any documents/work
* Members should aim to produce work to the best of their abilities

**Communication:** We will:

* Keep other members informed of progress
* Make an effort to contact team members when you have a query
* Members are expected to respond to posts on our designated social media as early as possible

**Problem Solving:** We will:

* Conflicts that arise should be resolved from within the group, by the group
* Attempt to anticipate potential problems and work to prevent them
* Work on maintaining unbiased decision making

**Meeting Guidelines:** We will:

* Set a meeting at least 24 hours in advance and give a 12 hours notice of absence – for non pre-scheduled meetings
* Have weekly supervisor meetings at 1 p.m. every Monday
* Have twice weekly meetings as the team (scrum standups) at 1:30 p.m. and 11 a.m. every Monday and Friday respectively
* In case of absence, send due documents to at least one member
* If you expect to be late contact at least one member
* Come prepared to meetings with equipment if applicable