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|  | October 1st, 2019 |

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| to: | Judson murray |
| from: | Debug entity Inc. |
| subject: | Team Guideline |
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**Team Information**

*Team Members:*

Sam Oakes

Alice Roherty-Carrier

*Development Team Name:*

Debug Entity Incorporated

*Roles:*

*Alice Roherty-Carrer:* Front-End Developer

*Sam Oakes:* Back-End Developer

*Team Working Guidelines:*

* All work will be evenly distributed.
* Deadlines must be met.
* If a rule is broken and the team member has a valid excuse the team will decide if repercussions are necessary.
* If a rule is broken the following penalties may apply:

1. An increase in workload.
2. Team Meeting to discuss the issue.

Signatures: