

CAB302 Group Work Contract

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Group Name: CTRL - ALT - ELITE

Course Code: CAB302

Date: 12/08/2025

1. Purpose

This contract outlines the responsibilities, expectations, and commitments of all members of CTRL - ALT - ELITE to ensure effective collaboration, timely completion of tasks, and high-quality outcomes for our CAB302 project.

2. Group Members

1. Shehroz Khan
2. Aagil Mohammed
3. Anish Madhusadhan
4. Kai Langley
5. Prabhanjan Muthukannan
6. _____

3. Meeting Commitments

Regular Meeting Time: Every wednesday at 4:00pm (location/online platform).

Members are expected to attend all scheduled meetings unless they provide at least 24 hours' notice of absence with a valid reason.

Meetings will start on time. Late arrivals must catch up without delaying progress.

4. Responsibilities of Each Member

- Preparation: Come to meetings having completed any assigned work.
- Participation: Contribute actively to discussions and decision-making.
- Respect: Treat all team members professionally and with courtesy.
- Quality: Complete allocated tasks to the agreed standard.
- Communication: Respond to messages/emails within 24 hours.
- Deadlines: Submit assigned work by agreed deadlines-late submissions without prior notice may be noted in the peer review.

5. Decision-Making Process

Decisions will be made by majority vote if consensus cannot be reached.

All members' opinions will be heard before a decision is finalised.

6. Conflict Resolution

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Members will first discuss issues openly within the group.

If unresolved, issues will be escalated to the unit coordinator or tutor.

7. Accountability






Consistently failing to meet responsibilities may result in reduced contribution marks through peer assessment.

Members agree to hold each other accountable for delivering high-quality work on time.

8. Contract Duration

This contract is valid from the signing date until the completion of the CAB302 project.

Signatures

Member Name & Signature	Date
Shehroz Khan 	12/08/2025
Aagil Mohammed 	12/08/2025
Anish Madhusudhan 	12/08/2025
Kai Langley 	12/8/2025
Prabhandan Muthukannan PM 	12/8/2025