

Team Contract - See the Resources for the editable form.

Unit Name: SIT223/753

Task Name: 3.0GP

Team Members:

- Member 1 Name:
- Member 2 Name:
- Member 3 Name:

1. Team Expectations

We, the members of this team, agree to:

- Communicate professionally and respectfully.
- Complete assigned tasks on time.
- Attend and actively participate in scheduled meetings.
- Be responsive to team messages within [Specify Timeframe, e.g., 24 hours].
- Seek help and support from teammates before escalating issues.

3. Communication Plan

- **Primary Communication Method:**

☐ MS Teams ☐ Email ☐ Any other IM (e.g., WhatsApp, Facebook Messenger)

- **Meeting Frequency:**

☐ Weekly ☐ Fortnightly ☐ As needed

- **Meeting Platform:**

☐ In-Person ☐ MS-Teams ☐ Zoom ☐ Other

4. Conflict Resolution Process

If a conflict arises, we agree to:

1. Discuss the issue as a team and try to resolve it internally.
2. Summarise discussions in MS Teams chat or via email.
3. If unresolved, escalate to the seminar lead with a 5-minute meeting request.
4. If the seminar lead cannot resolve it, escalate to the unit chair with supporting evidence.

5. Workload Distribution and Deadlines

- All members agree to fairly distribute work based on availability and skills.
- Each task must have a deadline agreed upon by all members.
- Missed deadlines should be communicated in advance with a proposed solution.

6. Accountability Agreement

If a member consistently fails to meet expectations, the team will:

1. Address the issue with them directly.
2. Document efforts to resolve the issue.
3. Escalate to the seminar lead if necessary.

7. Agreement and Signatures

By signing this contract, we acknowledge that we have read and agreed to the terms outlined above.

* Please note that digital signatures are accepted.

Team Member Name	Signature	Date
[Member 1]		
[Member 2]		
[Member 3]		

Submission: Please submit the signed PDF form to OnTrack.