**Team Contract**

**Unit Name:** SIT223/753  
**Task Name:** 3.0GP  
**Team Members:**

* Member 1 Name: Xiao Zhao
* Member 2 Name: Shova Awasthi
* Member 3 Name: Quinnie Liu

**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 Mesenger)

* **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** |
| --- | --- | --- |
| Xiao Zhao |  | 20/03/2025 |
| Shova Awasthi |  | 20/03/2025 |
| Quinnie Liu |  | 20/03/2025 |

**Submission:** Please submit the signed PDF form to OnTrack.