

# CMSC 435 Project Team Contract

Fall 2019

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Team Name \_\_\_\_\_

## Team Members

1) *Name of team leader:* \_\_\_\_\_ *Email* \_\_\_\_\_

2) *Name:* \_\_\_\_\_ *Email* \_\_\_\_\_

3) *Name:* \_\_\_\_\_ *Email* \_\_\_\_\_

4) *Name:* \_\_\_\_\_ *Email* \_\_\_\_\_

5) *Name:* \_\_\_\_\_ *Email* \_\_\_\_\_

## Team Procedures

1. Day and time for regular **weekly team meetings**:

2. Format of **decision making** (check one option)

☐ By team leader

☐ Shared by majority

## Code of Conduct

1. Every team member is expected to contribute to the project to the best of his/her ability, at every step of the way to the completion.
2. Each team member will truthfully disclose his/her contributions to the project. This disclosure will be used to estimate the contribution of each team member (quantified in percent) to the overall effort.
3. Every team member is expected to communicate regularly, respectfully and in timely manner with the other team members.
4. Every team member is expected to be open to compromise.
5. Collaboration between teams is prohibited.

*By signing this contract, I am verifying that:*

- a) *I participated in formulating this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*

1) \_\_\_\_\_ Date \_\_\_\_\_

2) \_\_\_\_\_ Date \_\_\_\_\_

3) \_\_\_\_\_ Date \_\_\_\_\_

4) \_\_\_\_\_ Date \_\_\_\_\_

5) \_\_\_\_\_ Date \_\_\_\_\_