

## Team Contract

Project Name: Towards a Healthier Life: Food Library and Recommendations

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Pan Jiayao	Pan Jiayao
Ye Fuyin	Ye Fuyin
Chen Jialing	Chen Jialing
Liu Yibin	Liu Yibin

### Team Values:

Self-Responsibility

Trust

Integrity

Respect

Open Communication

### Our attitudes towards Quality

As a development team we agree the following points:

1. Quality is an attitude.
2. Everything is quality.
3. Do right thing at the first time.

### Our attitudes towards Work

1. Work is first on time.
2. Get happy from work

### Our attitudes towards Technology

1. New technology is good, but the proper technology is great.

### Code of Conduct:

As a project team, we will:

1. Only agree to do work that we are qualified and capable of doing.
2. Be honest and realistic in planning and reporting project scope, schedule, staffing and cost.
3. Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
4. Keep other team members informed.
5. Keep proprietary information about our clients in strict confidence.
6. Focus on what is best for the project.
7. See the project through to completion.

**Participation:** We will:

1. Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
2. Be honest and open during meetings.
3. Encourage a diversity of opinions on all topics.
4. Give everyone the opportunity for equal participation.
5. Be open to new approaches and listen to new idea

**Communication:** We will:

1. Seek first to understand, and then to be understood.
2. Be clear and to the point.
3. Practice active, effective listening skills.
4. Keep discussions on track.
5. Use visual means such as drawings, charts, and tables to facilitate discussion.

**Problem Solving:** We will:

1. Encourage everyone to participate.
2. Encourage all ideas (no criticism), since new concepts come from outside of our normal perceptions.
3. Build on each other's ideas.
4. Remember that solving problems is a creative process—new ideas and new understandings often result.

**Meeting:** We will:

1. Meetings will begin and end on time.
2. Team members will come to the meetings prepared.
3. Agenda items for the next meeting will be discussed at the end of each meeting.
4. If a team member cannot attend a meeting, he/she will send a representative with authority to make decisions.

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