

Team Contract

Date: 3 February 2026

Goals: develop team norms, develop a shared understanding of expectations and develop a clear policy of identifying and handling issues.

Outcome: minimization of the probability of negative conflict.

Project Name/Team Number: 15

Project Team Members' Names and Sign-off:

Name (Print & Sign acknowledging your understanding and acceptance)	Date
Drake McKechnie	2/3/2026
Owen Arehart	2/3/2026
Andrew Bak	2/3/2026
Sophia Kim	2/3/2026
Jeffrey Aba	2/3/2026

Code of Conduct/Team Norms: As a project team, we will:

- Treat all team members with respect, professionalism, and integrity
- Respect differing ideas, opinions, and perspectives
- Be considerate and understanding of individual circumstances while maintaining accountability

Participation: We will:

- Actively participate in team activities both inside and outside of class
- Attend scheduled classes and meetings unless unavoidable circumstances arise
- Communicate absences or delays as early as possible
- Honor all agreed-upon deadlines, meetings, and responsibilities

Failure to participate or meet commitments may result in reassignment of work or escalation as outlined below.

Communication: We will:

- Use text messaging as the primary form of communication
- Include all team members on any project-related email communication
- Respond to messages within:
 - 24 hours on weekdays
 - 48 hours on weekends

Meeting Guidelines: We will:

- Prepare and distribute an agenda in advance
 - Assign a note-taker responsible for documenting action items and decisions
 - Assign a facilitator to keep the meeting on topic and on schedule
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Problem Solving: We will:

- Address conflicts collaboratively, respectfully, and constructively
- Discuss conflicts in person whenever possible
- If a conflict cannot be resolved internally, escalate the issue to the instructor after attempting good-faith resolution