

Team Agreement

Group Members:

- Dilyan Mezev
- Alexander Murashka
- Elena Damakova
- Katerina Markova
- Sayem Taher
- Melisa Sahin

General Agreements / Conditions

1. Every Time you're late it will be kept track of, the one who has the most points has to buy the group a pizza. If you miss a deadline a point will also be added.
***Also, if you're going to be late be sure to notify! ***
2. The points will be tracked at the bottom of this document.
3. If a team member has reached 5 points (failing to meet deadlines, arriving late), a meeting will be held with the member concerned. Agreements are made during this conversation.
4. If you cannot come to school, you should always let the group members know.
5. If a team member is late for a valid reason (e.g., public transport problems, illness, etc.), the participant must report this in the WhatsApp Chat in time and not at the time of meeting.
6. In the event of absence with a valid reason, the participant must report this at least one day in advance in the chat.
7. Team members must stick to the schedule. So, assignments must be finished at the time indicated in the schedule.
8. Team members create the assignments that are given. If a team member's name is on the assignment, he/she is responsible for this assignment.
9. Completed assignments must be placed in the shared Google Drive (or WhatsApp) so that everyone can view the progress. All assignments that have been made are placed here.
10. During the lessons, each group member asks for feedback on his or her assignment. Each group member is responsible for his/her own feedback.
11. When a group member gets stuck somewhere, they must report this to the rest of the group in time, so that the deadline can be met without putting extra pressure.
12. If a team member wants to work from home, this will be communicated to the group at least one day in advance.
13. Everyone checks their own papers to check for structure, grammar, and language errors. At the end of an assignment, 1 person also checks for structure.
14. At the end of the entire project, one person checks again for structure, grammar, and language errors.

15. If you send a document, clearly state what it is about and what version it is and who it came from.

Points Tracker

| Name | Points |
|--------------------|--------|
| Dilyan Mezev | |
| Alexander Murashka | |
| Elena Damakova | |
| Katerina Markova | |
| Sayem Taher | |
| Melisa Sahin | |