

Team Contract

Project Name: O-RAN Project

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Chris Escandor	
Edward Keith	
Samuel Cathro	
Katarina Milicevic	
William Bigley	

Code of Conduct: As a project team, we will:

- Treat each other with respect and professionalism.
- Hold ourselves accountable for the quality of our work and the deadlines we commit to.
- Create an inclusive and supportive environment where everyone would be confident to share ideas and feedback.

Participation: We will:

- Ensure that each team member actively participates and contributes to the project's progress.
- Share workloads appropriately, recognizing strengths and areas for growth.
- Be reliable and complete our assigned tasks by the agreed-upon deadlines

Communication: We will:

- Communicate regularly and openly, making sure everyone is aware of progress.
- Respond to messages within a reasonable time e.g. within 24 hours.
- Use agreed communication software, in our case Teams for consistent communication

Problem Solving: We will:

- Address issues as a team, using collaborative solutions.
- Ensure that disagreements are handled professionally and constructively.
- Escalate issues to the project coordinator if they cannot be resolved within the team.

Meeting Guidelines: We will:

- Schedule regular team meetings to discuss progress, issues and next steps.
- Set clear agendas before meetings and stick to them.
- Ensure that all team members have the opportunity to voice their thoughts and ideas.