Digital Twin Team Contract AUT

COMP702, COMP703

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| **Version** | **Date** | **Author** | **Changes** |
| 1 | 9/3/23 | Myles Hosken | Made initial contract |
| 2 | 11/3/23 | Yeran Edmonds | Versioning table & Documentation agreements |
| 3 | 8/4/23 | Myles Hosken | Updated meeting schedule section |

1. **Working online**  
   The team has recognized due to schedule timings we will not have much time outside of Monday-Friday to work collaboratively as a team. To combat this the team has agreed to meet on Saturdays 9:30am-12pm online via Discord.
2. **Commitments**

As a team we will:

* Agree to attempt work that we have the ability for.
* Be realistic when planning and making schedules.
* Highlight any potential problems and work to fix them before they happen.
* Keep other team members informed and communicate effectively.
* Keep information regarding the client confidential.
* Focus on the project.
* Proceed to see the project through to its completion.

1. **Team meetings**

As a team we will:

* Meet at the agreed scheduled time.
* Notify team members if you will be absent with adequate notice.
* Give every member the opportunity to contribute.
* Be open and listen to all ideas that people present.
* Not place blame on any single member of the team.
* Keep meeting conversation to the topic at hand, further clarification can be taken offline.

1. **Problem Solving**

As a team we will:

* Encourage all team member’s input.
* Use each other’s ideas and build off them.

1. **Conflicts**

As a team we will:

* View any conflicts as part of working in a team and an opportunity to grow as a team.
* Seek to understand each other’s opinions.
* Clarify with each other what we understand and communicate if it is correct.
* Acknowledge valid points that the other person has made.
* Points of view will be stated in a non-judgemental and non-attacking manner.
* Seek to find common ground.
* If a resolution cannot be found, third party support can step in.

1. **Meeting Guidelines**

* The allocated offsite hours on **Tuesday 8am-2pm** will stay and be reserved for the project meetings and work the team needs to complete.
* Team members will attend meetings prepared.
* Meeting discussions will stay on topic.
* A brief for the next week's meeting will be discussed or planned throughout the week before the meeting.

1. **Documentation**

* Use OneDrive to host final submission.
* Keep working documents on Teams for mentor visibility.
* Use Trello to organize work required and work results.

Signatures:

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