**Group Contract**

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| Group number 10 |  | Date: | **03-05-2021** |

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**:

We agree to equally share the workload and respect de delivery deadlines set by the team. Each task will have an estimated working hour and the workload will be divided based on that.

Individual work assignments will be given to each group member to fulfil until the next meeting. To ensure that all members are at the same level, the group will have a small talk at the beginning of the meeting about the current topics.

If any assignments will be missed, the individual will be warned about his performance an if continues, his lack of contribution will be highlighted in the group documentation.

**Communication**:

Primary written communication channel will be through Whatsapp group chat and online meetings will be done via Microsoft Teams. The group agreed for a daily communication, if there are any problems, within the timeframe of 09:00 – 19:00. A maximum 12-hour response time is expected.

Cancellations from any participation should be announced at least 24 hours prior to the meeting.

**Meetings**:

It is expected that all meetings will be physical but with one week prior it is possible to change for a remotely format. For the remote meetings, the group will use Microsoft Teams.

The meetings will be every Wednesday from 08:00 – 16:00 and, if necessary, every Monday the group will have a short meeting to see the status of the individual assignments and what things are to be worked on for the Wednesday meeting.

The group will keep minutes of each meeting and at the end of the day, the group will plan tasks for the next upcoming meeting.

If one member is not able to participate in a meeting, the group will try to reschedule for another day to meet.

**Conduct**:

We expect each member to respect every other member’s preferences and opinions on the status of the project and direction of it. We expect that we will have a free platform to express and debate our ideas or our concerns.

**Conflict**:

The conflicts should be tried to be solved in a peaceful manner, both group members being responsible for resolving the potential conflicts.

Main responsible as a conflict mediation will be Florin Bordei. In case of major conflict, the group members should stop the meeting and reschedule it for another day to approach it more calmly.

**Deadlines**:

We agree to have all hand ins/ tasks/ assignments completed with 24 hours before the deadline, so we can review the work.

Responsible for ensuring the deadlines is Jaume Lopez who must send a reminder message with 48 hours before the deadline.

Consequences of missing deadlines by one of the team members is a fine, a pizza for all the group.

**Other Issues:**

Any limitation of a participant should be addressed to the group as they arise.

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| **Group member’s name** | **Student number** | **Signature** |
| Jaume Lopez | 282231 |  |
| Florin Leonard Bordei | 280593 |  |