**Group Contract**

|  |  |  |  |
| --- | --- | --- | --- |
| Group number ?? |  | Date: | **01-11-2024** |

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

**Participation**:

We agree to share the workload equally and adhere to the team’s delivery deadlines. Each task will include an estimated number of work hours, and tasks will be divided accordingly. Individual assignments will be allocated to each group member to complete before the next meeting. To ensure everyone is up to speed, the group will have a brief discussion at the start of each meeting on current topics.

If any assignments are missed, the individual will receive a performance warning, and continued lack of contribution will be noted in the group’s documentation.

**Communication**:

WhatsApp will serve as the main channel for written communication, while online meetings will be held on Microsoft Teams. The group has committed to sharing daily updates on progress. Any meeting cancellations should be announced at least 24 hours beforehand.

**Meetings**:

All meetings are expected to be held remotelly. Meetings are scheduled every Wednesday from 08:00 to 16:00, with additional check-ins on Mondays, if necessary, to review individual progress and set priorities for Wednesday. At the end of the day, the team will plan tasks for the next session. If a member is unable to attend a meeting, the group will attempt to reschedule to accommodate everyone.

**Conduct**:

We expect all members to respect each other's preferences and viewpoints regarding the project’s status and direction. We aim to maintain an open platform where everyone feels free to share and discuss ideas or concerns

**Conflict**:

Conflicts should be resolved in a calm and respectful way, with all members responsible for working toward a resolution. In the case of a major conflict, the meeting should be paused and rescheduled for a later date to allow for a more composed discussion.

**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 to pay a dinner.

**Other Issues:**

Any limitations a participant may face should be communicated to the group as soon as they arise.

|  |  |  |
| --- | --- | --- |
| **Group member’s name** | **Student number** | **Signature** |
| Jaume Lopez | 282231 |  |
| Gabriel Moutinho | 304376 |  |