**Team Contract**

**Project Name:** Inventory System for Theater Program

**Project Team Members Names and Sign-off:**

|  |  |
| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| Nick Batista |  |
| Jaspreet Summan |  |
| Wen Jin |  |
| Bill Feng |  |

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

* Communicate effectively.
* Arrive on time to scheduled meetings.
* Complete the assigned tasks on time.

**Participation:** We will:

* Always raise our suggestions.
* Always encourage others to raise their suggestions.
* Be respectful of all member’s ideas

**Communication:** We will:

* Respond to communications in a timely manner, be it through text message, IM, or email.
* Communicate to the project sponsor exclusively through the project manager.

**Problem Solving:** We will:

* Consider all member’s responses and decide which idea works best
* Communicate with the team effectively when a problem is encountered.
* Help one another should we encounter any problems

**Meeting Guidelines:** We will:

* Show up prepared
* Meet in person whenever possible, with VOIP meeting as necessary.

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**Breach of Contract:** We will:

* *Infraction 1:*
  + Discuss the infraction and circumstances with the project manager
  + Receive a warning
  + If work not completed, be assigned with an extra portion from teamwork.
* *Infraction 2+:*
  + Meet with the team and decide a suitable punishment
  + Take proactive steps to avoid repeat infractions
  + Buy each group member a large snack/small meal.