**Team Contract**

**Project Name:**

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

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Kayleigh Roffe** | **KR** |
| **Jordan Daubney** | **JD** |
| **Kaan Aksu** | **KA** |
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**Code of Conduct:** As a project team, we will:

* Work together to complete the work at hand
* Ensure that we offer help when we are not overwhelmed with work and a group member needs help
* Support one another and meet up as arranged

**Participation:** We will:

* Meet up once a week
* Communicate and discuss topics thoroughly
* Each focus on our role in the group where possible and assist where needed.

**Communication:** We will:

* use discord to communicate on
* keep communication topic related
* communicate daily to ensure we know where each member is and how far we are as a whole

**Problem Solving:** We will:

* bring the problem to the knowledge of the group
* discuss how we can solve this problem
* Solve it to the best of our ability

**Meeting Guidelines:** We will:

* Friday 10:30am
* Library
* If a member cannot make the meeting, they will need to work in their own time to catch up on their part so that group members are not waiting for their work.