**ProView Bauska**

**Team Working Agreement**

This **Agreement** between **Jēkabs Solovjovs**, **Mukhammad Rizo Mingboev**, **Benoit Fevre**, **Edvards Antons Markēvičs**, **Reinis Bērziņš**, **Sofiia Garmash**, **Vladislavs Jerins**, and **Zahid Pashayev** (hereafter referred to as **Members**, sing. **Member**) is hereby entered on this date: September 27, 2019.

1. **Purpose**
   1. Members will be working together in a team for the First Year Seminar project “ProView Bauska” (hereafter referred to as **Project**), which will require collaboration, mutual respect and effort to make ProView Bauska product (product description available at https://ej.uz/proviewapraksts)
   2. This agreement’s purpose is to ensure successful operation of the team to minimize the risk of dispute between Members.
2. **Obligations and Rights of Members**
   1. Obligations of Members:
      1. Members must show respect to other Members.
      2. Members must hear out other Members and take into consideration their opinion.
      3. Members must complete tasks assigned to them by the deadline of the tasks.
      4. Members must not disclose sensitive information about the Project to rival teams. Sensitive information includes, but is not limited to:
         1. Product strategies
         2. Trade secrets
         3. Design elements and/or completed designs
         4. Software elements and/or complete software
      5. Members must follow the Project management guidelines (see p. **4.**)
   2. Rights of Members:
      1. Members have the right to be respected by other members.
      2. Members have the right to speak and be heard in team discussions.
      3. Members have the right to participate in the team’s work and be appreciated for their contribution.
3. **Responsibilities of Members**
   1. Members are responsible for the quality of execution of the tasks assigned to them.
   2. Members are responsible for communication with other Members if that is required for further development of the Project.
4. **Project Management Guidelines**
   1. Members follow Project’s structure scheme. (see App. 1)
   2. Members read and respond to messages concerning them in the WhatsApp group chat “ProView Bauska”:
      1. During the time period of 3 hours if the message has been sent between 9 a.m. and 8 p.m. on all days of the week
      2. Starting from the moment of receipt of the message until 12 p.m. if the message has been sent during any other time
   3. Members complete quick tasks during the time periods mentioned in 4.1.1. and 4.1.2.
   4. If Members are not able to execute 4.2., they inform other Members about that fact and state when they will be able to complete the tasks mentioned in 4.2.
   5. Members use Asana to maintain the backlog and regularly update their statuses regarding assigned tasks.
   6. Members keep Project designs, presentation materials and concerning documents in bausvote@gmail.com Google Drive.
   7. Members use GitHub to share and simultaneously work on Project software files.
   8. Members take assigned Project management positions as follows:
      1. Project leader – Jēkabs Solovjovs
      2. Design team leader – Edvards Antons Markevičs
      3. Software team leader – Vladislavs Jerins
      4. Communication and marketing team leader – Sofiia Garmash
      5. Project management and strategy team leader – Zahid Pashayev
   9. Team leaders mentioned in 4.7. assign tasks for Members in their teams, set and keep track of team’s deadlines, always know the status of their team, and are always ready to report that to the Project leader.
   10. Project leader mentioned in 4.7. may assign any task to any Member. Project leader sets and keeps track of Project’s deadlines and sets meetings when necessary. Project leader also always knows the status of the whole Project and is always ready to report that to instructors and other Members.
   11. In the case if Members are not able to complete a task by the deadline, they inform their team leader about that fact and state when they will be able to complete the task.
5. **Force Majeure**
   1. Members shall not be liable for non-performance of the Agreement if it has been caused by force majeure. The circumstances of force majeure shall be fire, natural disasters, war, hostilities of any kind, prohibitions by public authorities, and any exceptional circumstances which the Members could neither foresee nor prevent by reasonable means.
   2. Member invoking force majeure shall notify other Members in writing, stating the circumstances of force majeure.
6. **Dispute Settlement Procedures**
   1. All disputes and disagreements that arise or may arise during or in connection with the implementation of the Agreement shall be resolved by negotiation.
   2. If there is a justified reason to believe that a Member is not following the Agreement, any Member may point that out to other Members and set a meeting to discuss this issue.
7. **Other Terms** 
   1. All amendments, revisions and additions to the Agreement shall be made in writing and annexed to the Agreement and shall enter into force upon signature by the Members, which shall become an integral part of the Agreement.
   2. Upon the conclusion of this Agreement, all earlier agreements between the Members, written or oral, concerning the subject matter of this Agreement shall cease to be valid.
   3. This Agreement is drawn up and signed in eight copies, one copy for each of the Members. All copies shall have the same value.

**Signatures of the Members**

