Project Name: **Online Cemetery Mapping and Information System**

Project Team Members Names and Sign-off:

Name	Role/Position	Sign-off on Team Contract
Geyson B. Paclar	Project Manager	
Jimboy P. Gallito	Team Member	

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

- Focus on what is best for the entire project team.
- Work cooperatively and proactively.
- Respect other team members ideas.

Participation : We will:

- Be honest and respectful with all ideas brought up during project activities.
- Encourage teamwork and participation.
- Provide opportunity for equal participation.
- Have one discussion one at a time.

Communication: We will:

- Decide as a team on the best way to communicate for the project development.
- Present ideas clearly and concisely in every project development meeting.
- Keep other team members informed in regards to the project through means of meetings, phone messages, and google drive.
- Respond to each other in a timely manner and honor meeting timeframes.

Problem Solving: We will:

- Encourage everyone to participate in solving problems.
- Strive to build on each other's ideas.
- Only use constructive criticism and focus on problem solving, and not to blame other team member.

Meeting Guidelines: We will:

- Plan to meet face-to-face every Friday 2:00 pm at P-6 Maanas, Medina Mis. Or. up to the month of the project completion.
- Meet more frequently every 2nd and 3rd week of the month.
- Hold other meetings as needed.

Consequence: We will:

- Provide a consequence or fine, If a team member cannot attend every meeting which is ₱ 30.00 and the fine will be used for the internet connection.