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.