**Team Contract**

**Date: 6 Apr 2020**

**Project Name: CSIT214 Group Project**

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

|  |  |
| --- | --- |
| **Name** | **Date** |
| **Decen Ng** | **06 Apr 2020** |
| **Junior Tantono** | **06 Apr 2020** |
| **Seri Dania** | **06 Apr 2020** |
| **Neo Kai Heng** | **06 Apr 2020** |
| **Jing Xian Ching** | **06 Apr 2020** |
| **Jing Jue Ching** | **06 Apr 2020** |

**Code of Conduct:**

As a project team, we will:

* Ensure to complete our allocated tasks.
* Build an atmosphere of collaboration, trust and mutual respect.
* Behave with integrity and ensure that any work submitted is our own.
* Relax and establish informal atmosphere

**Participation:**

We will:

* Ensure equal contribution among group members
* Take every member’s ideas into consideration
* Ensure every member participates in each meeting

**Communication:**

We will:

* Ensure effective communication among members
* Work out any misunderstandings with each other in a mature way
* Make our team expectations clear

**Problem Solving:**

We will:

* Identify underlying issues
* Try to understand the different interest and list out possible solutions
* Use constructive methods to solve any issues which may arise.

**Meeting Guidelines:**

We will:

* Be punctual for meetings
* Stay on track with the meeting plan
* Voice out and contribute during meetings