

COLLABORATION AGREEMENT

This Collaboration Agreement is made and entered into on this _____ day of _____, 2025, by **ByteVance**

And

between the undersigned individuals (Members) for the purpose of effective and efficient collaboration.

1. PURPOSE

The Members agree to work together in good faith and with mutual respect to contribute their skills, knowledge, and effort toward the successful of the organization.

2. TERMS

- This Agreement shall commence on the date of signing and remain in effect until terminated by mutual agreement.
- All members must contribute equally to the workload unless special arrangements are agreed upon and documented.
- Members are required to attend at least **75%** of scheduled meetings and actively participate in group discussions and tasks.
- Members must complete their assigned tasks by the agreed deadlines. Repeated failure to meet deadlines without valid reasons may result in warnings and removal from the organization.
- Members must respond to messages, emails, or meeting invitations within 48hours unless unavailable for legitimate reasons (e.g., illness, emergencies).
- Each member shall submit work that meets the group's quality standards. Substandard work may be returned for revision.
- Major decisions (e.g., changing project scope, reassigning tasks) shall be made by majority vote. All members have equal voting rights.
- Disputes shall be handled respectfully within the group. If unresolved, they may be escalated to a mediator chosen by the group.
- A member wishing to leave the group must give at least 7 days' written notice and submit all their completed work.
- If a member is removed or exits the group, remaining members will take part in the selection of the new member(s) if they are required.
- **No member shall present the group project or part of it as their individual work outside this collaboration unless permitted by all members in writing.**

- Members must not share sensitive or unpublished content with outsiders without group consent.
- All members must review and approve the final submission before it is turned in. No single member may submit without full group consent.

3. ROLES AND RESPONSIBILITIES

Each Member shall be responsible for actively participating and completing the tasks assigned. Specific roles are assigned as follows:

No	Name	Responsibility	Signature
1.	Luganzi Mathias Joseph		
2.	Katende Ronnie Magala		
3.	Kabogere Salimu		
4.	Nassali Catherine Luara		
5.	Kashara Alvin Ssali		

4. PARTICIPATION AND COMMITMENT

Each Member agrees to:

- Attend all scheduled meetings (virtual or in-person)
- Communicate promptly and respectfully
- Meet all deadlines and contribute fairly to the workload
- Notify other Members in case of inability to meet obligations

5. CONFLICT RESOLUTION

In the event of a dispute, the Members agree to:

- Address issues promptly and professionally
- Attempt internal resolution before involving external parties

6. OWNERSHIP AND CREDIT

All Members agree that:

- Credit for the project will be shared equally unless otherwise agreed upon in writing.
- Any intellectual property created will be jointly owned unless one member is solely responsible for a particular contribution.

7. CONDITIONS FOR TERMINATION:

- ✓ **Repeated Failure to Meet Deadlines:** If a member consistently fails to complete assigned tasks on time without valid justification, despite prior warnings.
- ✓ **Lack of Participation:** If a member fails to attend meetings, contribute to discussions, or fulfill their responsibilities for an extended period without prior communication.
- ✓ **Poor Quality of Work:** If a member repeatedly submits substandard or incomplete work that affects the overall progress of the project, and does not respond to requests for improvement.
- ✓ **Unprofessional Conduct:** If a member behaves inappropriately, uses offensive language, causes conflict, or disrespects others in the group.
- ✓ **Breach of Agreement:** If a member violates any terms outlined in this agreement, including confidentiality, misrepresentation of the group's work, or unilateral decisions.
- ✓ **Unjustified Absence:** If a member is absent without communication for a period of 4 days, and makes no effort to update the group on their availability.
- ✓ **Uncooperative Behavior:** If a member refuses to collaborate, rejects group decisions without reason, or blocks progress intentionally.

7. WITHDRAWAL OR TERMINATION

If a member is unable to fulfill their obligations:

- They must provide 7 days notice in writing.
- The group may decide, by majority, whether the Member continues in the project.

8. CONFIDENTIALITY

All Members agree to keep any sensitive information discussed during the course of the projects confidential unless agreed otherwise.

9. SIGNATURES

By signing below, each Member confirms that they have read, understood, and agreed to the terms of this Collaboration Agreement.

NAME

SIGNATURE