Team Contract
10/10/2022

Project Name: Revamping of University of Wollongong room booking system

Project Team Members' Names and Sign-off:

Name	Date
Theophilus Yim Wai Onn	10/10/2022
Hau Bin Hui	10/10/2022
Wong Tsun Hong	10/10/2022
Dominic Chua Yang Wei	10/10/2022
Jasmine Han Qinying	10/10/2022
Debra Tan Yi Wei	10/10/2022

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

- Exercise honesty amongst each other
- Treat each other with fairness and without bias.
- Be responsible and take initiative as and when given the chance

Participation: We will:

- Be honest during meetings
- Be receptive to new ideas and strategies
- Give everyone equal opportunities to share opinions

Communication: We will:

- Read and respond to communications from each other as soon as possible
- Be clear and concise
- Practise effective and active listening skills

Problem Solving: We will:

- Brainstorm different solutions
- Solve the problem together by creating solutions
- Do research to identify and understand the problem

Meeting Guidelines: We will:

- Meetings will be held every 2 weeks
- Meetings will be called by the Project Manager
- Agendas of the following meeting will be issued 3 days in advance