**TEAM CONTRACT**

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| Applies to: | Behn McIlwaine ( Business Analyst )  Luke Fraser ( Database Administrator )  Johnathan Forester ( Systems Analyst )  Christopher Sigouin ( Project Manager ) |

This contract is binding in that all members will comply to the regulations, standards and

Codes of conduct placed within it. It is to ensure that all members have an organized and efficient environment to interact and communicate. It allows for a boundary to be in place that will divide ones working periods and non-working periods. This contract must be signed by all members in order for the binding to be complete. The next page lists the terms and conditions outlined for this contract.

If any member has an issue with any of the items listed within this contract (prior to signage), they must advise any of the above members. The advised member will call a meeting and the issue will be discussed and resolved.

If any member is unwilling to comply with any of these terms and conditions (after signage), all members can take up a vote for the issuing member and resolve the case.

TERMS & CONDITIONS

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| Communication: | * All team members will conduct meetings and all forms of communication in a friendly and professional matter. * Meetings will be conducted remotely |
| Meetings: | * Chosen time and location for meetings will be decided during meeting sessions. If during a session that a meeting is not coordinated amongst team members, an email to all team members will be sent to suggest the time and location for the meeting and will be placed at least 12 hours prior to the meeting date/time. |
| Working Environment: | * In the event that team members will need to congregate and work as a single unit, each member will have adequate working conditions and tools to fulfill their tasks appointed to them |
| Miscellaneous: | * Team members will try their best to fulfill their duties and increase the success of the project itself |

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| Behn McIlwaine ( Business Analyst )  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Luke Fraser ( Database Administrator )  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Johnathan Forester ( Systems Analyst )  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Christopher Sigouin ( Project Manager )  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  \_\_\_ / \_\_\_ / \_\_\_\_\_\_  Date  \_\_\_ / \_\_\_ / \_\_\_\_\_\_  Date  \_\_\_ / \_\_\_ / \_\_\_\_\_\_  Date  12 / 05 / 2015 |