**Team Contract Group 10**

1. Participation

* Each member is required to participate is all assignments, practical’s and meetings.
* Work will be divided in an even and fair amount to all members.
* If any member believes workload is unjust, they should raise their concerns to the group for discussion.
* It is to be understood that all members have different strengths and weaknesses.
* Work will be assigned to each member’s strengths as much as possible.
* Each member is expected to perform to the best of their ability.
* If they are any conflicts between members it should be brought up and sorted out immediately and efficiently
* Each member will be expected to complete their allocated assignments by the established deadlines.
* If a member is not participating and there are peer reviews matching statement disciplinary action will be taken and member will be awarded zero for work
* If a decision is to be made, one member will present all the relevant facts. The group will then vote to determine a decision, and these will be unanimous vote. Teams will then discuss all possible solutions, courses of actions that are agreeable to all members.

1. Communication

* Discord will be the main communication channel for meetings.
* Each Meeting will occur via Zoom or Microsoft Teams
* WhatsApp group will be created also to get ahold of members quickly.
* We will have weekly meetings every Sunday at 17:00
* If more meetings are required, the team will be notified.
* Each member is required to respond to direct messages or messages involving them within 8 hours between the period of 8am to 5pm, else they will be reported in peer review.
* All documents will be stored within the allocated Microsoft Teams Channel
* All members are required to be on time for scheduled meetings and there will be a grace period of 10 Min from the start of the allocated time to allow for all members to join.
* Members will need to provide a valid reason as to why they are not able to join the meeting. Details will be kept of which members attend and which members do not attend.
* All Members are required to maintain positive attitudes and commitment towards the group and must uphold a professional manner.
* If a member has been absence for more then 48 hours without notifying anyone, disciplinary action will be taken.

1. Signatures

Darren Oosthuizen

Brent Plage

Claude Pretorius

Kyle Botha

Zane Pretorius

All Signed on 10th March 2021