

## Team Contract Template

Team Name: Group 13

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These are the terms of group conduct and cooperation that we agree on as a team.

**Participation:** We agree to....

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We agree to actively participate in all team activities and contribute equally to the completion of tasks. Each member is responsible for completing their assigned tasks on time and supporting other team members when needed.

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**Communication:** We agree to...

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We agree to maintain open and honest communication within the team. We will use Teams and Whatsapp for daily communications and emails for formal updates. All members are expected to respond to messages directed at them within 24 hours.

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**Meetings:** We agree to....

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We agree to hold weekly meetings. Attendance is mandatory, and if a member cannot attend, they must inform the team in advance and catch up on the meeting minutes.

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**Conduct:** We agree to...

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We agree to respect each other's ideas and opinions. We will foster a collaborative and supportive environment, and any form of discrimination or harassment will not be tolerated.

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**Conflict:** We agree to...

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We agree to address conflicts openly and constructively. If a conflict arises, the team will discuss the issue in a meeting to find a mutually agreeable solution. If the conflict cannot be resolved within the team, we will seek mediation from our course instructor.

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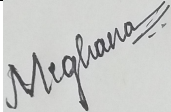
**Deadlines:** We agree to...

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We agree to set realistic deadlines for each task and adhere to them strictly. Any delays or issues that might affect meeting deadlines should be communicated to the team as soon as possible.

We understand that this is a best effort goal and might not always be easy to achieve but if we aren't confident that we can deliver on our tasks by the agreed deadline we should tell the rest of the team with a minimum 24 hours notice.

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Team Member's Name	Team Member's Signature
Meghana (Meghan) Ganapa	
Rongcong (Alan) Lin	Rongcong Lin
Yueyang (Elly) WU	Yueyang WU
Lachlan (Lachlan) Mcalpine	