School of Engineering

Engineering & Design I (ENGG\*1100)

**Team Contract – Team TBWC- 06**

1. Communication between team members relating to the project will occur on the MS Teams channel.
2. All members of the team will treat each other with respect and courtesy.
3. Disagreements in design and/or process will be handled democratically by majority vote.
4. Each member of the team will complete their assigned work.
5. All work submitted by a team member must be their own to maintain the academic integrity of the team.
6. The team will meet twice a week if necessary. Once every Sunday for an extended work period, and if needed, a meeting on Monday.
7. Members conducting programming will document their progress on the GitHub repository posted on slack.
8. The workload will be distributed amongst the team members fairly, logically, and with strengths and weaknesses in mind.
9. Members who are unable to participate in a meeting must report in MS Teams beforehand.
10. All members will check their MS Teams regularly to insure they are up-to-date with other team members.

Please sign below, indicating that you contributed to the creation of this team contract, and understand and agree to adhere to its contents.

**Your Team ID Code (e.g. TBWC S04-1)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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