



BEng (Hons) Computer Science/Mechanical Engineering

Multidisciplinary Design Project OIP

Project Contract

Volunteer management platform

Done by:

Team 22

Name	GUID
Lew Jie Shun	2957900L
Kua Dong Han	2957890K
Lim Kuan Yong	2957923L
Lew En Thong	2957902L
Zhi Wen Jeff Tan	2957969T
Keerthana Keshaini	2957862D

Team Contract Agreement

A. Code of Conduct

1. Each member agrees to complete assigned tasks diligently and on time. If delays are unavoidable, valid reasons must be communicated in advance.
2. Every idea will be respected. Constructive criticism and support will be encouraged.
3. All members must be proactive, contribute during meetings, and share project progress regularly.
4. Any changes to the project must be communicated clearly to all members.

B. Commitments

1. Each member will prioritise project success over personal preferences.
2. Tasks will be allocated fairly based on strengths, workload, and availability.
3. Working hours are expected to be between 9:00am to 5:00pm. Any overtime work requires mutual agreement.
4. Members will be reachable during work hours unless informed otherwise.

C. Meetings and Communication

1. Daily stand-up meetings (or as agreed) will be held to track progress.
2. Attendance is expected for at least 80% of all meetings unless excused.
3. Meeting minutes will be documented and shared via a common platform.
4. All members must stay updated through agreed communication platforms (e.g., Telegram, Discord).

D. Decision Making and Conflict Resolution

1. All decisions will be made democratically, with input from all members.
2. Disagreements will be addressed within the group using respectful dialogue and consensus.

3. If necessary, conflicts may be escalated to teaching staff or mentors for resolution.

E. Accountability and Consequences


1. A strike system will be used to manage repeated violations of the contract.
2. Three strikes may result in lower peer review scores or reporting to supervising faculty.
3. Members are expected to catch up on missed work within a timeframe agreed by the group.


F. Acknowledgement

By signing below, each team member acknowledges their understanding and acceptance of the responsibilities and terms outlined above.


Contract Date: 23 July 2025


Signatures:

Lew Jie Shun: 

Kua Dong Han: 

Lim Kuan Yong: 

Keerthana Keshaini: 

Lew En Thong: 

Zhi Wen Jeff Tan: 