**Team Contract**

**Project Name: Web Publishing system**

**Project Team Members Names and Sign-off:**

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| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Mohammed Makram** |  |
| **Sohaila Ahmed** |  |
| **Hassan Mohamed** |  |
| **Nada Ahmed** |  |
| **Omar Mohamed** |  |
| **Mariam Said** |  |

**Code of Conduct:** As a project team, we will:

* Use effective interpersonal communication between members that is both healthy and professional and keep communication channels with the project manager and team leader open
* Commit to the code standards
* Not cut corners in development and shall follow the modern approaches

**Participation:** We will:

* Participate in all estimation and planning activities
* Attend all meetings that we are requested to attend
* Allow everyone to express his point of view

**Communication:** We will:

* Make all the meetings and other discussions on schedule and in time-boxed manner
* Use Face to Face meetings and work communication for effective non- intrusive communication
* Contact the client when needed and arrange meetings with the stakeholders and attend when the team leader arranges such meetings

**Problem Solving:** We will:

* Work together as a team and help others stuck in certain problems
* Allow everyone to share their ideas and novel approaches to reach the best

solutions

* Avoid any non-constructive criticism

**Meeting Guidelines:** We will:

* Meet weekly on Sunday
* All meetings will be face to face at the office and shall be arranged by the team

leader

* Meetings can be delayed if necessary but must be done during the same week