# **Partnership Agreement**

THIS PARTNERSHIP AGREEMENT is made this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of November 2014, by and between the following individuals:

Edward Watson, 4 Cowan Drive, Stafford, ST16 3FA, w013399b (hereinafter referred also as EW)

Rui Mitchell Da Silva, 44 Newport Road, Stafford, ST16 1AD, m008455c, (hereinafter referred also as RMDS)

TGP project for name

Any works/copyright/trademark/patent will be of equal ownership to all team members (partners) of this agreement who have collaborated on said assignment, successfully handed in the assignment before the TGP assessment deadline, and has followed all obligations of this contract, unless in the event of Extenuating Circumstances.

***Extenuating Circumstances***

In the event of Extenuating Circumstances of any partner within this agreement, this contract will follow the action brought upon said partner as detailed on the Staffordshire University website: <http://www.staffs.ac.uk/support_depts/info_centre/handbook/extenuating/>

*Management*

1. Any important decisions are to be made when both team members are present.
2. Final authority, management and control of the business and affairs of the Partnership shall be vested in all Partners of this agreement.
3. Decisions which affect the direction of the team must be mutually agreed upon by both Partners.

***Background & Rational and the Spirit of this Agreement***

1. The agreement is in relation to the university module Technical Games Production (TGP) assessment in which all partners of this agreement collaborate to create their own game together through all stages of development, keep in constant communication with one another and meet the agreed project deadline as detailed in the TGP assignment.

***Team Procedures***

***General Commitments***

The Partners agree to the following:

1. Take part in 50% of the workload throughout each stage of development.
2. The partners shall provide their full-time services and best efforts on behalf of the partnership.
3. Each partner shall have equal rights to manage and control the partnership and its business.

***Communication among Partners to the Agreement***

1. In order to inform one another of meetings, problems, or any important updates, one of the following methods of communication is required: Cell-phone, Face-to-face, Facebook messenger, or Trello.
2. Regular communication between partners is compulsory.

***Meetings***

1. **Two** meetings a week inside or outside of university, each consisting of at least 30 minutes of discussing, working or any other activity in relation to the TGA assignment detailed in this Agreement.
2. Meetings will be organised by all partners of this agreement at least 24 hours before the agreed meeting time.
3. These meetings must be set between the times of 9:00AM and 6:00PM of any day possible for all partners.
4. Team members will communicate as detailed in section ***“Communication among Partners to the Agreement”.***
5. All partners will be responsible for keeping the meeting on track and following the agenda.

***Record Keeping***

1. Responsibility of record keeping will be held by a partner that has agreed to take said responsibility.
2. Minutes will be disseminated by Mobile Phone or Watch by any partner of the agreement and will be responsible for recording said time.
3. All agendas and minutes will be kept by a partner that has agreed to take said responsibility.

***Duty to devote time***

1. The minimum amount of work hours outside of university lectures and tutorials is at least 3 hours a week in relation to the TGA assignment detailed in this Agreement, this can be done by developing or researching in relation to said assignment.

***Team Expectations***

***Team Participation***

1. All partners will decide the work load to each other as equally as possible and based each partner’s skill and expertise in areas relevant to the TGA assignment detailed in this Agreement.
2. All partners can express opinions and ideas in relation to the assignment.
3. Work will be monitored by all partners and checked at least **once** a week by each partner upon the assignment’s total progress.
4. Preferences for communication can be formal and informal.

***Work Quality***

1. A professional level of quality should be maintained through all areas of the assignment as all partners are aiming to get the highest possible grade.
2. To keep work quality in order team members can review each other’s work, if you spot work that you do not think is up to standard politely mention this to your partner with suggested improvements, or ask the creator if you have permission to improve their work.

***Personal Accountability***

1. **All** partners are expected to attend all meetings that are agreed upon and to participate as much as possible within said meetings.
2. All partners will held responsible for the tasks agreed upon them, including fulfilling, demonstrating, and recording the progress of these tasks on Trello. Said tasks can be separated into minor tasks that **all** follow the same requirements for regular tasks. All tasks must be completed before the assignment deadline, unless under circumstances which involve removing/changing/extending the task, which must be agreed upon by **all** members of the team.
3. Level of communication between all partners should be constant and at a high level.
4. Commitment to team decisions and individual tasks must be total, unless disagreed by any individual partner, in said event, a different team decision or individual task shall be agreed upon.

***Consequences for Failing to Follow Procedures and Fulfil Expectations***

1. Any infractions of any of the obligations of this agreement will be brought to the attention of said partner who caused said infraction and talked over how to resolve and fix said infraction.
2. If infractions continue, a TGA lecturer will be contacted to take action against said partner who continued the said infraction.

I have read the contract in full and I understand that I am obligated to abide by these terms and conditions.

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