**Team Contract**

**Project Name: ECMS Data Annotator**

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

|  |  |
| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| **Jin Penglin** | **Jin Penglin** |
| **Jiang Zixin** | **Jiang Zixin** |
| **Cao Zheyang** | **Cai Zheyang** |
| **Ni binbin** | **Ni Binbin** |

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

* Respect the confidentiality of information shared within the group and not disclosing such information to others outside of the group.
* Responsible for the project result.
* Respect team members and their achievements.

**Participation:** We will:

* Attend and participate in all group meeting.
* Complete all tasks to the beat of ability.
* Participate in the work and related activities as much as possible.

**Communication:** We will:

* Listen carefully and respect others' opinions, keep quiet while other team members are speaking.
* Actively express opinions rather than only agree with others.
* Gather all good ideas to improve the quality of the project.

**Problem Solving:** We will:

* Accept criticism modestly.
* Solve problems that have been discovered in time.
* Proactively identify and maintain problems.

**Meeting Guidelines:** We will:

* Consciously participate in all meetings without being late or leaving early.
* Turn off the phone or mute it during the meeting.
* Keep all meeting materials properly.