

Team Contract - MAJTeQ

Project Name: UltraSol Energy Solutions Merger

Assigned Members: Aidan Cadieux, Jamie Lewis, Matthew Telford, Quinn Parent, Taqi Zaidi

Date Last Modified: January 24, 2024

Version: 1.00

Code of Conduct:

As a project team, we commit to:

- Work diligently to accomplish project goals.
- Punctuality in all team-related activities.
- Foster a respectful and inclusive environment, refraining from any form of bullying.
- Adhere to the rubric provided by the instructors.

Participation:

We agree to:

- Conduct regular meetings to discuss daily plans and updates from the previous day.
- Notify the team in advance when unable to attend a meeting.

Communication & Feedback:

We pledge to:

- Maintain a daily progress log on Proof Hub, ensuring readability.
 - Explore Proof Hub plugins for automated workload reports.
- Adhere to the Gantt chart, addressing any deviations promptly through discussion and action.

Problem Solving:

We commit to:

- Collaboratively finding solutions to challenges.

- Documenting problems in our ticketing system.
- Resolving conflicts with the assistance of a mediator if necessary.
 - In cases where no resolution is achieved, involve an instructor.

Meeting Guidelines:

We will:

- Develop and follow a meeting agenda.
 - Discuss schedules and gather team input on topics.
- Appoint a note-taker to document meeting discussions.
 - Summarize daily notes into an easily understandable TLDR.
- Limit meetings to a maximum of 5-10 minutes, extendable by team vote.
- Publish the meetings on Proof Hub in the "Discussions" category.

Project Team Members Names and Sign-off:

Name	Role	Sign-off on Team Contract
Quinn		
Matt		
Aidan		
Taqi		
Jamie		

Note: This document is subject to change.

(This document was modified using ChatGPT for clarity purposes.)