

Team 11 Group Contract

Introduction

This contract aims to establish the standard that the team is expected to follow, ensuring that weekly deliverables and tasks assigned to individuals or groups are completed to the best of their capabilities and with satisfactory results.

Members: TAN YONG SHENG, TEE YU HENG, JIN QUAN, CLARIS FOO, MONIKA, ZHENGYAN

Group Constitution

This agreement is a legally binding document and remains in effect until the project deadline (9 August). All parties commit to fulfilling their assigned roles throughout the project's duration. In the event of unforeseen group dissolution, responsibilities may be reassigned as needed to ensure project completion.

Article I: Absence Policy

- A. All group members must follow the agreed-upon schedule to complete assignments on time. If a member anticipates being absent on a due date, they must notify another member at least 24 hours in advance and submit all their assigned work beforehand. In cases of unexpected absence, the absent member remains responsible for completing their work remotely and must immediately email a teammate to inform them of their absence and confirm work submission.
- B. All group members must notify their teammates immediately of any absence during scheduled project work periods, regardless of duration.

Article II: Work Policy

- A. Each group member shall perform to the highest of their abilities, ensuring all work meets established quality standards and is completed punctually.
- B. In the event of plagiarism, the offending member assumes full personal responsibility and will face any resulting disciplinary actions independently.

Article III: Responsibility

- A. All members are equal.
- B. Although there will be various ideas of how to achieve success within the team, all members have to come into agreement before making a decision.

Article IV: Work Ethics

- A. If a group member does not complete work they were assigned, the punishment for the infringement will be of detriment solely to the group member at fault. No negative grading shall be given to any other group members.

Article V: Signature

By signing this contract the following group members agree to follow the articles above. If any member fails to follow the rules, they will be penalised.

Signatures:



TAN YONG SHENG



TEE YU HENG



JIN QUAN



CLARIS FOO



MONIKA



ZHENGYAN