

## Team Contract

Team Name:

Group 17

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These are the terms of group conduct and cooperation that we agree on as a team.

**Participation:** We agree to

Assign tasks fairly and appropriately to each team member.

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Finish the assigned tasks before the internal deadline.

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Be active and responsive in the group chat and cooperation.

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**Communication:** We agree to

Communicate in English throughout the project and cooperation.

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Accept both offline and online meetings, also mixed forms if necessary.

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Respond to team members in time and swap ideas in the WhatsApp group chat.

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**Meetings:** We agree to

Hold a regular weekly meeting at 3:30 p.m. on Wednesday (changeable).

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Inform other members if unable to attend the meeting in advance via WhatsApp, discuss about the cancelling or rescheduling issue.

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Hold a complementary meeting, if necessary, e.g. a deadline finalizing meeting.

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**Conduct:** We agree to

Treat each other respectfully and make appropriate contributions to the project.

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Ensure all work is original, and take appropriate action if plagiarism is detected.

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Authorize one member to pool and manage project phasal progress and submission.

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**Conflict:** We agree to

Support the one who have more robust explanation and academic evidence.

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Communicate as a team and allow every member to raise concerns.

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Solve the disputes by democratic rules such as voting if necessary.

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**Deadlines:** We agree to

Clearly define the internal deadline when assigning tasks to members.



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Check and finalize the work at least 1 day before each formal deadline.

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Help each other out if anyone is unable to finish the work before deadline.

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Team Member's Name	Team Member's Signature
Sarathi Thirumalai Soundararajan	
Joseph Suckling	JS
Xuan Wu	
Nadya Ulibasa	