

Project Name: Automated College Timetable Generator

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Aranzado, Jesabel	
Taneo, Quejac Yasel	

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

- We will work by controlling a situation by making things happen or by preparing for possible future problems.
- Keep other team members informed of information related to the project.
- Focus on what is best for the entire project team.

Participation: *We will:*

- Be honest and open during all project activities.
- Encourage diversity in team work.
- Be open to new approaches and consider new ideas.
- Have one discussion at a time.
- Let the project manager know well in advance if a team member has to miss a meeting or may have trouble meeting a deadline for a given task.

Communication: *We will:*

- Decide as a team on the best way to communicate. Because a few team members cannot often meet face to face, we will use a project Website and other technology to assist in communicating.
- Have the project manager facilitate all meetings and arrange for phone and video conferences, as needed.
- Work together to create the project schedule and enter actuals into the enterprise-wide project management system by 2pm-5pm on Tuesdays and Thursdays.

- Present ideas clearly and concisely.
- Keep discussions on track.

Problem Solving: *We will:*

- Encourage everyone to participate in solving problems.
- Only use constructive criticism and focus on solving problems, not blaming people.
- Aim to build on each other's ideas.

Meeting Guidelines: *We will:*

- Plan to have a face-to-face meeting every Friday afternoon (within 1pm-5pm) of every month.
- Meet more often the first month.
- Arrange for the telephone or video conferencing for participants.
- Hold other meetings as needed.

Consequences:

- Members that failed to attend the meeting or even late will pay 20 pesos.
- Members that failed to comply with his/her given task will provide the snack in every meeting for the whole month.