

TEAM CONTRACT

Team Name: Atlas5

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

Participation:

We agree to share in all tasks assigned to us in an equal manner. Each team member is responsible for completing their portion of the design and contributing to conversations in a meaningful way. We'll give timely updates on our progress to ensure translucency.

Communication:

We agree to communicate primarily through Microsoft Teams for daily collaboration and discussions. For official updates and important communications, we will use our college-assigned email accounts. All team members will check both Microsoft Teams and their emails daily and respond within 24 hours.

Meetings:

We agree to hold daily meetings during class time and every Thursday at 11:30 AM in L102. For weeks before a presentation, we will have one further check-in to ensure all work is complete and ready to submit on the Sunday before.

Conduct:

We agree to treat each other with respect, valuing everyone's opinions and input. Formative feedback is encouraged, and we will remain professional in all relations.

Conflict:

We agree to resolve any conflicts as a group and present issues openly without negative repercussions. However, we will escalate the issue to the educator for further guidance, if a resolution can be reached within the group.

Deadlines:

We agree that all deadlines will be reasonable based on volume of work and to adhere to all agreed upon due dates. Each task will be completed at least one day before the final submission to insure time for review and integration in all aspects. We agree to implement a double back team approach, in which if one team member has completed their tasks, they are expected to connect with their fellow teammates and aid them in completion of their assigned tasks if required.

Team Members' Roles

Team Members' Name	Team Members' Roles
Fraser Kennedy	Backups, GitHub
Jeff Holditch	Communications
Zach Leitch	Lead Programmer
Jennie Jeong	Paperwork
Stefan Nzene	Lead Designer

This contract serves as an agreement between all group members to maintain a high level of professionalism, collaboration, and responsibility throughout the lifecycle of the project.

Contract Agreement:**Date:** 2024-09-23

Team Members' Name	Team Members' Signature
Fraser Kennedy	<i>Fraser Kennedy</i>
Jeff Holditch	<i>Jeff Holditch</i>
Zach Leitch	<i>zach leitch</i>
Jennie Jeong	<i>정제나</i>
Stefan Nzene	<i>[Signature]</i>