This document serves to take note of the agreed upon rules and regulations for TRACK team. After the discussion, it is obvious that the team members share the same direction and target towards the entire project as to invest sufficient times and efforts to achieve the best for the course project. Below is a list of rules and regulations which was agreed to:

* **Dedications**

The team members will be investing at least 3 hours per week to complete the assigned project and homework. Proposing 10.00 am, Monday in Meeting Room 8-306 East Main Building until 12:00pm; buffering with one hour per week for emergency and/or backup.

* **Cancellation of Meeting**

In case, any team member may fail to turn up for any meeting, do make up contact as soon as possible for further arrangement. If it happened the meeting cannot be postponed, then team members will be in touch with each other to get the information updated.

* **Information and Resources Sharing**

All project files will be placed onto common disk sharing to better communication. The team members are most likely to be of using GitHub or any University disk sharing.

* **Communication Method**

It is of agreement to make email as the first communication methods, especially for document communication. However, mobile direct contact is of the first priority for any urgent matters.

* **Deadlines Saver**

If there’s any encountered issue where is it out of the capability of related team members to complete within the assigned times, alarm it immediately to the team members to immediate rescue and assistance.