**Team Contract**

Team Name: HIT 339 TEAM (group 4)  
Date: 25/10/2022

Team member: Zaveria Banoo; [s340870@students.cdu.edu.au](mailto:s340870@students.cdu.edu.au)

Faiza Nur Tushin; [346978@students.cdu.edu.au](mailto:346978@students.cdu.edu.au)

Urmila Bishwakarma; [s347340@students.cdu.edu.au](mailto:s347340@students.cdu.edu.au)

**Expectations:**

**Regarding preparation for and attendance at group meetings, frequency and duration of meetings, and communication.**

We expect everyone to contribute their knowledge and experience. We expect to work together as a team, ironing out our disagreements while also delivering constructive feedback. We recognise that we may not achieve the intended result on the first try, but that is when we draw on each other's talents to strengthen our analyses. We plan to meet twice a week, as the situation requires. At all meetings, we anticipate a full house. If a member is unable to attend, she is expected to notify others in advance of her absence. Every team member is expected to participate actively and rationally, presenting their views while also being attentive to those of others. We expect members to arrive on time and prepared for the meeting, as stated in the agenda. We will split the work equitably and expect everyone to complete their specific obligations on time. For any personal reasons or incapacity to handle other commitments, we do not expect to compromise on the quality of work performed. We anticipate having enough iterations before submitting our final report to ensure that we have covered all parts of the analysis. Each member is expected to take responsibility for the group and share the burdens.

**Breakout of specific tasks, roles, and responsibilities along with due dates Outline of the specific process for dealing with unmet expectations or other problems that might arise**

All team members should understand the whole concept of project and then go ahead with the assignments. All the team members are expected to complete their assignments before the due date and carry out their part with utmost honesty and integrity. If one of us fails to complete the task assigned to us, we shall confront one another and work together to complete the task. We will interact daily to ensure that these issues do not emerge. This unit will place a strong emphasis on teamwork.

**Meeting:** We will meet at a specific location and time.

Every Wednesday at 5pm we will be meeting our lecturer Rohan Hawthorne, again on Tuesday and Saturday, we will gather for a 4-to-5-hour team meeting on the second floor of the CDU library. We'll be using WhatsApp, Google Drive, Teams, GitHub for communication for the rest of the week.

We share these goals and expectations, and agree to these policies, procedures, and consequences.

**ZAVERIA BANOO** Zaveria

Team member name Signature

**Faiza Nur Tushin** Faiza

Team member name Signature

**Urmila Bishwakarma**  Urmila

Team member name Signature