

# Team Contract

**Project Name:** TornadoNet

**Project Team Members Names and Sign-off:**

| Name              | Sign-off on Team Contract |
|-------------------|---------------------------|
| Anthony Draffin   |                           |
| Paul Gabriel      |                           |
| Andrew Wellington |                           |
| Felicity Campbell |                           |
| Joseph Curtis     |                           |
| Kate Schrieber    |                           |

**Objectives:**

- Produce quality reports on the subject.
- Aim to produce work of a High Distinction quality.

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

- Come to meeting on time.
- We expect team members to behave professionally.

**Participation:** We will:

- Allocate 6~8 hours each week for working on the project.
- Allocate all work equally.

**Communication:** We will:

- Email deliverables to all members
- Keep members informed of progress by email.

**Problem Solving:** We will:

- Problem will be discussed and will be democratic voted.
- Allow team members to prioritize other subjects when necessary however notice must be given to other team members a week before and lost time must be made up.
- Encourage everyone to participate in solving problems
- Only use constructive criticism to solve problems and not raise personal issues

**Meeting Guidelines:** We will:

- Meet each week at 2pm each Sunday and 6:30pm Thursday
- Make minutes available to each member
- Have an agenda for each meeting – containing major deliverables required and upcoming tasks to be accomplished

- Other meetings will be held when time is available and they are necessary