

That's My Spot! Team Contract

1. **Team Membership.** Who are the team members that have agreed to this contract?
 - a. Eduardo Kho Jr
 - b. Geoffrey Teocson
 - c. Jayden Tactay
 - d. Trey Yasunaga
2. **Contribution Criteria.** What criteria will you use to decide if a member has contributed effectively? Examples can include: level of professionalism, leadership, timeliness of attending meetings and submitted work, and willingness to collaborate.
 - a. Pages assigned/picked must be completed by the final due date.
 - i. If pages are unable to be completed by a single member, please communicate problems so that we can aid each other.
 - b. Meetings will not be held regularly but check-ups may be made to ensure proper project progress.
3. **Behavioral Criteria.** What criteria will you use to decide if a member has behaved appropriately? Examples include providing feedback without criticizing, being on time and prepared, honoring the terms of this contract, and listening to each other.
 - a. Be mindful of outside recommendations
 - b. Be open to criticism.
 - c. Be kind to one another.
4. **Managing conflict.** How will the team manage conflict or disagreement?
 - a. If disagreements arise, a formal meeting will be conducted in which conflict will be solved.
5. **Failure to honor the contract.** What will happen if someone fails to honor the terms of this agreement?
 - a. A proper discussion will be held with the individual and the team organizer.
 - b. Possible discussions regarding “credit” will be considered.
6. **Signatures.** The document should conclude with the “signatures” of each team member. You can provide signatures any way you want, but you cannot “sign” for someone else.
 - I, Eduardo Kho Jr have read, understood, and accepted the agreements and criteria listed above.
 - I, Jayden Tactay have read, understood, and accepted the agreements and criteria listed above.
 - I, Trey Yasunaga have read, understood, and accepted the agreements and criteria listed above.
 - I, Geoffrey Teocson have read, understood, and accepted the agreements and criteria listed above.