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| Team ONEGame Design 3UXS-3800-0 |  |

Agreement to team conduct and cooperation

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| --- | --- | --- |
| Established | Last modified | Team members |
| 11/10/2019 | 11/10/2019 | Anneka DinhamXavier Churchman-Conway Zoie Boyd |

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|  | These are the rules and expectations you agree to adopt as a team member. Each team member should sign the sheet, indicating acceptance of these expectations and intention to fulfill them. A copy must be available to every member of the team and to the professor (Dr. Eben J Muse).  |

# Participation

* Attend every meeting and give at least 12 hour’s notice if you cannot be present.
* Contribute to discussions / meetings / development log
* No use of phones at meetings unless in cases of emergencies
* Fulfill your given roles to the best of your abilities

# Communication

* Respond to messages within 24 hours
* Keep up-to-date with the project
* Keep communications formal
* Communicate individual progress

**Email:**

Anneka Dinham | couacf@bangor.ac.uk

Xavier Churchman-Conway | eeuafa@bangor.ac.uk

Zoie Boyd | eeub33@bangor.ac.uk

**Discord:**

Anneka Dinham | OnlyAnneka#7847

Xavier Churchman-Conway | Xavi#3657.

Zoie Boyd | Zoie#9918

# Meetings

* Are to be held at least once a week
* Are to be scheduled for an hour long
* Record actual length in the minuets write up
* Aim for a Wednesday afternoon (times can vary depending on room booking availability)
* Aim for Main Arts Library, if this is not possible, then Deiniol Library should be the second option

# Conduct

* Treat other team members with respect
* Listen to each other
* Be courteous
* Make sure you take your fair share of work
* Any tasks at risk of breaching the deadline can be delegated

# Conflict

* Attempt to negotiate conflicts of interests
* Attempt to deal with the issue as soon as possible
* Attempt to solve the conflict as a team first, before escalating it to the professor.

# Deadlines

* Always let the team know if you cannot meet a deadline (48 hours in advance, if possible)
	+ If the team agrees that it is a genuine reason, they should offer to help out if possible.
* Set deadlines two weeks prior if possible
* Divide the tasks fairly
* Be realistic and accommodating with deadlines where possible

# Duties

Listed below are the roles of each team member. These are probationary until 25th October 2019. During this period, roles can be swapped. After this period, roles can only be divided in cases where it will promote a fair work load.

| Name: | Duties: |
| --- | --- |
| Anneka Dinham | Project ManagerDesignerWriterArtist |
| Xavier  | ProgrammerSound design / composerArtistWriter |
| Zoie  | Secretary ProgrammerProducerMarketing + quality assurance |

# Signature

By signing below, you agree to adhere to the terms of this contract.

| Name: | Signature: | Date: |
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