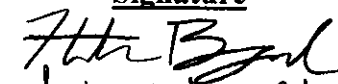






Team Contract
January 25, 2007

Project Name: Clothing Online

Project Team Members' Names and Sign-Off:

<u>Signature</u>	<u>Date</u>
	1-30-07
	1-30-07
	1-30-07
	1-30-07
	1-30-07

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

- Focus on what is best for the project as a whole.
- Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
- Keep the entire team informed and up to date.

Participation: We will:

- Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
- Be honest and open during meetings.
- Encourage a diversity of opinions on all topics.
- Give everyone the opportunity for equal participation.
- Be open to new approaches and listen to new ideas.
- Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved.

Communication: We will:

- Seek first to understand, then to be understood.
- Be clear and to the point.
- Practice active, effective listening skills.
- Keep discussions on track.
- Have an individual that will facilitate the meeting.

Problem Solving: We will:

- Encourage everyone to participate.
- Build on each other's ideas.
- Use team tools when appropriate to facilitate problem solving.
- Seek outside consultations when necessary.

Meeting Guideline: We will:

- Plan to have face to face meetings every Tuesday at 9:00PM.
- Individually assigned tasks will be due via e-mail to the team by Thursday midnight.
- Any comments or suggestions on those tasks will be due back by Friday at 7:00PM.
- Tasks inclusive of team changes are due to the Web page administrator by noon on Saturday to be posted to the web site by Sunday at midnight.