TEAM AGREEMENT GUIDELINES

For

Warriors
Group 4

Version 0.1 (Final)

Prepared by:

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Sign-off and Approvals

Team Agreement Sign-Off:		
The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the **Music School Web Development** project to meet the client's requirements and timeframes.		
Person's name & student number	**Signature**	**Date**
1. *Wing Lung Aaron Chan n9706976*	Aaron Chan	21/02/18
2. *Milan Chaudhari n9924574*	Milan Chaudhari	21/02/18
3. *Chol Dit n9872779*	Chol Dit	21/02/18
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Tutor Approval		

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1.0 Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for **Warriors** who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the **Music School Web Development** project. In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:
- High level principles contributing to an effective team;
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.

Team Agreement and Guide

2.0 Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

2.1 Team Principles and Processes

Framework: We (Warriors) agreed to adhere to the Scrum framework to develop and deliver the team project. The Scrum framework enables the team to optimise value-creation, flexibility and productivity.

Participation: We (Warriors) agreed that Team members must contribute with full effort to the best of their ability. Team members may work independently if needed. This not only improve team efficiency but will also give team members flexibility when completing tasks.

Communication: We (Warriors) agreed that Facebook's Messenger be our official communication channel. Facebook Messenger enables team members to communicate wherever they may be across multiple devices. We (Warriors) have also agreed to communicate in-person to collaborate and allocate project tasks.

Responsibility: Team members are expected to complete any and all tasks assigned to them by the expected date. If a similar task/s is assigned to more than one member, each member is liable for the completion of the same task.

Meetings: We (Warriors) agreed to attend our meetings scheduled outside class. Meetings will be held in-person and online. In accordance to the Scrum framework, there will be two mandatory meetings each week. Meetings are scheduled every **Thursday** of the week at **12pm - 2pm**. All the team members are expected to attend this meeting in-person or online if required. Key aspects and ideas formed in these meetings will be noted by the Scrum Master.

Conduct: We (Warriors) agreed to show respect for each other. For our team to work effectively, we have agreed to have a free, open and relevant expression of ideas. Each member shall listen attentively without interrupting the other. This will facilitate a healthy and productive work environment.

Collaboration: We (Warriors) agreed to use online sharing platforms Google Drive and GitHub to store and collaborate on project documents and source code respectively. The chosen platforms enable each team member to work on tasks simultaneously across multiple devices.

Progress: We (Warriors) agreed to use JIRA on QUT's BlackBoard to measure and track team progress throughout the duration of the Music School Project. Jira enables the team to plan, track and manage the project in accordance to the Scrum framework.

2.2 Conflict Management & Resolution

To resolve conflicts among team members the following steps have been outlined:

Step 1: We (Warriors) agreed to isolate areas of disagreement and come to unanimity. If no agreement is not reached, proceed to the next step.

Step 2: The Scrum master will decide on how relevant the dispute and if the team need more time to debate the issue.

Step 3: The Scrum master will decide to call the vote if no consensus has been reached with in the amount of time given to discuss the issue.

Step 4: The Scrum master will call the vote and if the vote is drawn, then the scrum master make the ultimate decision.

2.3 Non-Compliance

2.3.1 Minor Non-Compliance

We (Warriors) have agreed on the following definitions of minor non-compliance.

- Team member does not do their allocated share of a task

- Project documents and source code are not updated or uploaded within 2 days of the agreed deadline

- Team member does not respond within 2 days to Facebook or other means of communication

- The completion of assigned task/s are overdue by 1-2 days over agreed deadline

- Team member does not attend a meeting

- Team member does not provide a valid reason to not attend a meeting

- Progress is not recorded

2.3.2 Major Non-Compliance

We (Warriors) have agreed on the following definitions of major non-compliance.

- 8 or more minor compliances

- Team member does not attend 5 or more meetings without valid reasons

- Assigned tasks are incomplete

- Project documents and/or source code are not uploaded

The Scrum master will record the number of major and minor non-compliances.

2.4 Dispute Resolution

Minor and major non-compliances have been agreed upon to be dealt accordingly.

2.4.1 Minor Non-Compliance

We (Warriors) agreed if a member breaches **8 or more** minor non-compliances they will be given a warning by the Scrum master. The Scrum master will approach the team member and detail their minor non-compliancies. The Scrum master will then give a stern warning that if they continue to be non-compliant they may be penalised.

2.4.2 Major Non-Compliance

We (Warriors) agreed if a member breaches **2 or more** of major non-compliances their actions will be reported to the tutor. Team members and the tutor will agree upon a suitable penalty such as the reallocation of % marks or group expulsion depending on severity of non-compliance.

3.0 Conclusion

This document has articulated the high level and operational processes agreed to by **Warriors.** This team agreement will apply for the duration of the **Music School Web Development project.** To meet the objectives of the project and demonstrate their abilities as IT professionals, team **Warriors** will implement the principles, processes and management activities described.