Collaboration Agreement

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# Personal data

Below is the personal information of the group members:

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Number** |
| Ryan Vrösch | r.vrosch@student.fontys.nl | 0624820451 |
| Stijn Rutjens | s.rutjens@student.fontys.nl | 0640622035 |
| Lucas Schilperoort | l.schilperoort@student.fontys.nl | 0650999252 |
| Marc Meulensteen | m.meulensteen@student.fontys.nl | 0639280460 |

# Goal of teamwork

The goal of the teamwork is to build a good working product with the project group, also a pleasant working environment will be maintained to promote a positive experience and cooperation. In addition, there is room for professional development in the field of communication and partnership together with the group members.

# Role distribution

The planned tasks distribution shown below will not change during the life of the project. The exception to this is when a group member no longer wishes to participate in the project.

|  |  |
| --- | --- |
| **Role** | **Name** |
| Developer, Scrum master | Lucas |
| Developer, Communication with customer | Ryan |
| Developer | Stijn |
| Developer | Marc |

# Regulations and penalties

In various situations that may occur, the whole group decides whether it is allowable or not. The following situations indicate when something is permissible or impermissible:

## Too late

A person is considered late when absent from the standup meeting (which is planned beforehand, or the moment he is late for an appointment. The deadline for submitting a document is also an appointment. As a result, handing in documents too late is also not allowed.

## Allowed

If there is a reason someone islate and this is beyond their control, then it is permissible to be late. If someone is going to be late, they should let the rest of the team know in Microsoft Teams.

Possible permissible reasons for being late are:

* Delay of public transport
* Visit to the doctor/dentist (if indicated in advance)
* A good reason not listed above, when accepted by the rest of the group

## Disallowed

Failure to mention being late always constitutes unexcused lateness. In case of a weak excuse, the rest of the group will decide if this counts as being late.

## Penalties

For 3 unexcused lateness incidents within 4 weeks, a warning will be issued, and a pie must be treated for the entire group.

## Absent

A person is logged as absent when they haven’t been present for the whole day. You’re also considered absent when you miss a scheduled meeting.

## Permitted absence

If you are absent, you must report it to your group and to your teacher. You must let them know before 10:00. This can be done through a message in the Teams group and an email to the semester coach. You are required to participate online from home in the lessons and assignments that take place at that time when you can do so.

You are also allowed (read: required) to be absent from the physical meeting at TQ if you happen to have any COVID symptoms, meaning it is only possible to work remotely. You are still expected to work remotely unless you report yourself as absent.

Possible excused reasons that must be given a day's notice for absence are:

- Wedding

- Funeral

- Doctor (dental) surgery/hospital visit

Possible excused reasons that can be given on the day for absence are:

- Being sick

- No train movement

- Good reason accepted by the rest of the group

## Non-permissible absence

In case of not mentioning absence, it is always unauthorized absence. In case of excuse, the rest of the group decides if it is also unauthorized absence.

## Penalties

For 2 unexcused absences within 8 weeks, a warning will be issued, and a pie must be treated for the entire group.

## Deadlines

Each group member should take care of their own responsibilities. These tasks must be turned in on time. If agreements are made, the part made will be handed in at the agreed time. If a deadline is exceeded without notification, a warning will be given if there is no valid reason for exceeding the deadline.

# Communication

The general means of communication is the Teams group that every group member is in. This can be used to report that someone is late or absent. If you have a personal issue that may affect the project, then make sure that the semester coach knows and/or the subject teacher. This can then possibly decide how we should process it in our group. Received criticism should not be taken personally. The criticism is given from a professional point of view and should also be interpreted as such.

# Documentation

A git repository has been created that should contain all files related to the project. This will contain all assignments, documents, notes, source code, etc. (i.e. all files generated by the team throughout the project).

# Workflow

Listed below are the different tools and ways of work we use:

## Gitlab

The team will work with Gitlab. Gitlab is a popular website where you can post software. Gitlab is built around the Git version control system, so Gitlab offers all the features of Git and its own additions. Among other things, it has access control and various collaboration features, such as an issue tracker, a forum for requesting features, task lists and wikis for each project.

## SCRUM

Scrum is a framework to create (software) products in a flexible way. We work in multidisciplinary teams that work in short sprints.

We work in short sprints so that we keep a good overview of the workload. Our SCRUM board will be maintained with the Gitlab tool.

For our SCRUM board we make use of Gitlab's board feature. We expect everyone to update their tasks and work hours there accordingly. We also expect everyone to attend the scrum meetings like the daily standup on workdays, and the sprint review, retrospective, and planning.

# Breach of contract

In the event of non-compliance with the agreements made, the person will be warned. These warnings all count equally heavily and are given when an appointment is not fulfilled or in case of unanimous irritation by the entire group.

At the first warning (1) a conversation will be held with the entire group and the semester coach or professional teacher.

At the second warning (2) a conversation will be held with the entire group and the semester coach or professional teacher about the next course of action.

# Agreement

Each group member will endorse this document when they have read the document, signed their name, and agreed with everything written inside.

|  |  |
| --- | --- |
| **Name** | **Date of agreement** |
| Marc Meulensteen | 25/02/2021 |
| Stijn Rutjens | 25/02/2021 |
| Lucas Schilperoort | 26/02/2021 |
| Ryan Vrösch | 26/02/2021 |