Team 9 Rules

Prepared for:

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SE 4381.501 Project Management

24 January 2018

Team Rules:

1. Team meetings
   1. Tardiness
      1. Must be able to attend scheduled meetings,
      2. Must send a message 10 minutes before meeting if you can not attend
   2. Late work
      1. Internal Group Deadline
         1. **24 hours before submission deadline**
      2. Internal Group Unable to Complete Notifications
         1. **48 hours before submission deadline**
         2. You must notify everyone if the group, if you can not finish, with ample amount of time for the group to complete your portion
2. Work Quality
   1. Design Pattern
   2. Standard Software
3. Additional expectations
   1. Communication
      1. Contact between team members is expected at least once a week
         1. After class, 5 minutes
         2. If not able to attend contact other group members (by phone, text, or GroupMe)
      2. One formal SCRUM meeting is expected at least once a week during projects
         1. Let’s team know how you are doing, and if you need help
         2. These will be 30 minutes at the most
4. Internal conflicts
   1. Be very direct about the issue at hand
   2. Bring the solution to team meeting, along with the problem that is noticed
   3. Contact all group members with an explanation of the issue
   4. As a group, meet with Dr. Mark C. Paulk, if we can not resolve as a team.
5. Platform
6. GitHub
7. Use only standard Software described in the repository

ACKNOWLEGED AND AGREED:

Date:

Jairo Galarza

Date:

Alex Lundin

Date:

Brenden Pace

Date:

Daniel Park