“Materialism” – App Development

Team Code

Information Technology 2023 – 2024

NHL Stenden

Emmen, The Netherlands

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Version Control

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| **Version** | **Date** | **Content** | **Editors** |
| 1.0 | 26/04/2024 | First draft | Sebastian Güntzel |

Agreements and Norms for Collaboration

Commitment

1. Be present/available
   1. Be available and reachable from between 8:30 to 18:30 during weekdays (Monday through Friday), and between 10:00 to 16:00 on weekends (Saturday and Sunday)
      1. Group member(s) are expected to respond within an hour.
   2. When taking breaks during scheduled events, notify another group member.
2. Meet regularly and effectively
   1. Minimum once per week, outside of workshop hours.
   2. At the Start of the sprint
   3. Before the end of the sprint
3. Distribute hour worked per week evenly (On a basis of around 10 hours per week)
4. Everyone should be available to review the documentation and code.

SCRUM

1. Sprints
   1. Sprints will be a two-week duration.
2. GitLab
   1. Group member(s) are expected to be responsible for their assigned issues and tasks by:
      1. Moving issues on the issue boards (Open, Doing, Testing, Review)
   2. Scrum Master
      1. Closes tasks

Attendance

1. Project group members are expected to be present for all scheduled Team meetings, Workshops, sprint reviews, sprint demos, assessments.
   1. Being 15 or more minutes late, without notifying the group with a valid reason, to a scheduled event will be considered an unexcused absence.
   2. Group members are expected to be at least 5 minutes early to scheduled events.
   3. If a group member is unable to be present for a scheduled event, they must let the group know via email, Microsoft Teams, or WhatsApp at least 1 hour before the scheduled event.
   4. Leaving early, without valid warning, will be considered an absence.
   5. Limit breaks during scheduled events to 20 minutes at a time.

Motivation

1. Group members will be expected to complete their agreed upon deadlines, notify the team if you are unable to meet it.
   1. Group member(s) must ask for assistance at least 24 hours before the deadline if they are unable to complete their task(s).

Respect

1. Any discrimination based on any ground such as sex, race, color, ethnic or social origin, genetic features, language, religion, or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation shall be not allowed.
2. The language of communication is English.
3. Deliberately harassing people is not allowed.

Additional Remarks

1. If the group agrees upon creating a rule, or amending any of the rules above, it will be added to this section.

Warnings & Consequences

1. “Soft” Warnings
   1. A “soft” warning will be issued if:
      1. If notifications of tardiness are provided less than an hour before a scheduled event.
      2. Three “soft” warnings will constitute a “concrete” warning.
2. “Concrete” Warnings
   1. A member is in explicit violation of the agreements stated above.
3. Issuing Warnings
   1. Verifiable proof must be provided of the violation of the agreements.
   2. A majority vote must be reached by the group before issuing a “concrete” warning.
   3. Up to three warnings will be issued.
      1. On the third warning, removal of the thrice-warned group member will be discussed with an instructor.

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| Alex Mednov  Signature:  Date: | Alex Schupbach  Signature:  Date: |
| Nikolay Minins  Signature:    Date: | Sebastian Güntzel  Signature:    Date: |