

# Group Contract

The group

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*Members:*

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## 1 Introduction

This document is the group contract for the group BFST and consists of multiple sections of agreements and rules. In the bottom of this document a signature from each member of the team can be found.

## 2 Organization

Delegation of project related work is done by assigning tasks and subtasks to individuals or subgroups.

The standard location for meetings is ITU, but other locations might also be used.

Suggestions and improvements will be included in the sprint backlog if approved.

A formal discussion style will be maintained at all times and for each meeting both a Referant and Chairman is chosen.

Documentation will consist of meeting notes, JavaDoc (clean code) and version control commit messages.

### 2.1 Tools used in this project

- GitHub: version control\*
- ShareLaTeX: all writing
- Trello: project overview and planning
- IntelliJ: primary IDE (not mandatory)
- Scrum: development framework

\* Version Control System:

- master branch (Only writable by Scrum Master)
- develop branch
- feature branches

Commit messages are required to be precise and formal.

## 2.2 Roles in the Group

Assigned roles:

- Scrum Master: Niclas Hedam
- Mediator: Chosen when a conflict arises\*
- Referent / Scribe: Chosen before a meeting\*\*
- Chairman / Conductor: Chosen before a meeting\*\*
- Editor in Chief: Búgvi Magnussen

\* Usually the Scrum Master

\* Referent / Scribe and Chairman / Conductor roles will rotate amongst the group members in alphabetical order.

### 2.2.1 Rotation schedule

Member	W1	W2	W3	W4	W5
Andreas	R			C	
Búgvi		R			C
Jakob	C		R		
Niclas		C		R	
Nikolaj			C		R

## 2.3 Scrum and time management

The project is divided into sprints of 2 weeks length. The Scrum Master's job is to organize tasks, and make sure that the project runs smoothly and according to plan.

### 2.3.1 Weekly Schedule

- Scrum Meeting: Monday from 10:00 - 11:00
- Code Review: Monday from 11:00 - 13:00 (w/ 30 min break)
- Fortnightly Deadline: Sunday at 22:00 (delivery of release: Scrum Master)
- Daily scrum meetings will be organised when needed.

## **3 Work Ethics & Norms**

### **3.1 Norms**

Every group member should always attempt to do the following:

- Always strive for clean code, following the guidelines set out in the course.
- Put effort into JavaDoc and comments.
- On request, group members should take their time to explain to other group members the basis of their decisions and implementation.
- Discussions are essential. When a discussion is held it furthers the knowledge of the group.

### **3.2 Language**

The written language of the project will be English.

### **3.3 Obligations**

Every group member is obligated to do the following:

- Keep deadlines
- Ask for help when necessary
- Be honest / responsible
- Be an active listener

### **3.4 Decision making**

In principle, no decisions can be made without all members being involved. The exception to this rule is of course if one or more members have decided to abstain from the decision.

When making project-related decisions, the procedure is as follows: First every group member will present their view of the subject. Second, after all members opinions have been heard, the different opinions will be discussed and an attempt will be made to find consensus among all group members.

If consensus can not be achieved then decisions will be made using super majority, e.g. finding a compromise that at least 80% of the group agree to.

### 3.5 Conflict Handling

In the event of a conflict between two or more members of the group, a special "conflict resolution" meeting will be held. The parties involved in the conflict will participate, as well as the Scrum Master, who acts as mediator.

Is it the case that the Scrum Master is one of the parties that is directly involved in the conflict, another mediator will be chosen by the rest of the group.

## 4 Social Etiquette

- Follow the rules set out in the group contract.
- Keep a friendly tone with the other group members. Banter is allowed.
- Helpfulness is important, but members can choose to prioritize their own tasks.
- No one is left behind. A thorough understanding of the material at hand is important, and time should be allocated to make sure everyone is on an equal footing.

### 4.1 Sanctions

The severity of the sanction issued depends on the situation and the nature of the problem.

Major Sanctions:

1. Exclusion
2. Involve Troels or TA
3. Warning

Minor Sanctions:

1. Lose right to vote on the current day the sanction is issued.
2. Provide some snack to the other members of the group.

## 5 Overview of Members

Member	Email	Signature
Andreas Blanke	blan@itu.dk	Andreas Blanke
Búgvi Magnussen	buma@itu.dk	Búgvi M.
Jakob Møllerup	jmol@itu.dk	Jakob Møllerup
Niclas Hedam	nhed@itu.dk	Niclas Hedam
Nikolaj Bläser	nibl@itu.dk	Nikolaj Bläser