Group Contract

Group Name (optional):   Date: **17. 02. 2021**

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to....

participate in all group meetings when possible. This will be further detailed in the section concerning meetings.

participate in all classes, if possible, at least to minimum attendance. If not possible, then it is the duty of the group member to get informed about the class, and to study said material as soon as possible.

Communication: We agree to...

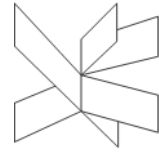use Facebook Messenger as the main group chat, with the same to be used for departmental matters, too.

use the group Discord server for meetings.

use GitHub for code sharing and use Microsoft Teams for sharing other files. Other files in this regard include, but are not limited to, Astah files, reports, and any other files concerning the project. No files shall be deleted – in case of GitHub, mark as deprecated instead, and mark as no longer relevant on Teams.

Meetings: We agree to....

hold meetings every Wednesday, with the precise time of start to be decided on by the full group before every meeting. This decision shall be recorded if the group members wish. Attendance in this meeting is mandatory. Any exemptions will be decided on a case-by-case basis – first by the involved department, and if the issue is repetitive or serious enough to warrant it, then it shall be discussed at the next general meeting. A warning may be issued if the department wishes so, however, this is subject to review by the other tech leads. The general agenda for the meeting shall be set beforehand by the person who calls the meeting, and the detailed agenda shall be discussed at the start of the meeting, then, with modifications as suggested and accepted (by majority vote), voted on. The person responsible for conducting the meeting in an orderly manner is the group scrum master.

hold department meetings. All department meetings are to be held on the dates and times set by the department. This decision shall be recorded if the group members wish. These are lower in priority than full meetings. Attendance in this meeting is mandatory. Any exemptions will be decided on a case-by-case basis – first by the involved department, and if the issue is repetitive or serious enough to warrant it, then it shall be discussed at the next general meeting. A warning may be issued if the department wishes so, however, this is subject to review by the other tech leads.

that in case of any other meetings, mandatory attendance shall be specified on a case-by-case basis, either by this document, or by the involved departments' technical leaders. Attendance may be, in this regard, mandatory, non-mandatory, or excluded (in which case the group member may not participate). Group members cannot be excluded from meetings that concern them directly.

Conduct: We agree to the following:

All members must be respectful towards each other. Violation of this can cause either a warning or immediate termination. This is decided by the remaining members of the group (those who have no conflict of interest). If one person insults all or almost all members (there are no/there is only one member without conflict of interest), then the case will be brought before the supervisors, who will decide upon warning or termination.

Conflict: We agree to the following:

In case of conflict between members of the group, the non-involved group members take up the role of mediators, if no other rule in this document applies. If there is a possible solution to the problem, then the mediators and the parties shall solve it using this. If said conflict is due to a technical disagreement, the non-involved technical leader(s) shall moderate the discussion. In case of technical disagreements, unless section Conduct applies, no warnings or termination may be given.

If there is no possible solution to the problem, then the members may decide one of the following things: request ideas from the affected member(s), request supervisor help or decide to grant a continuance in the case, in which case repeat offences are met with immediate and automatic warning/termination, depending on whether a warning had been issued before. In case of termination, this is reviewed by the technical leaders, then discussed with the supervisors.
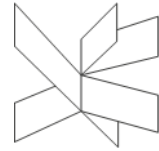
In case a supervisory meeting has been called, the offending group member and the three technical leaders shall be in attendance. Any other group members may participate – in case of testimony or direct concern, this is mandatory.

Deadlines: We agree to....

abide by the deadlines set out in the official class documents for SEP4, with deadlines there.

set other deadlines, if the group wishes so. For departmental matters, the department shall decide instead of the group.

the fact that the technical leaders have the duty and right to enforce these deadlines. Any exemptions will be decided on a case-by-case basis – first by the involved department, and if the issue is repetitive or serious enough to warrant it, then it shall be discussed at the next general meeting. A warning may be issued if the department wishes so, however, this is subject to review by the other tech leads.

Other Issues:

In case of major problems with a group member, we all agree that the first violation results in a warning for that group member. A second violation results in a supervisor meeting, where termination will be discussed.

In case of minor problems, a second warning may be issued instead of calling a supervisory meeting, if the group agrees so. Otherwise, the first part of Other Issues is in effect.
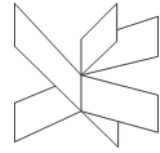
Technical Leaders: We agree that....

technical leaders take the responsibility of ensuring quality results, coherent architecture and design for their respective department. It is the responsibility of the panel of tech leads to ensure the overall quality, coherent architecture and design regarding the entire system.

technical leaders are responsible for helping team members regarding technical questions, and in the case that they can't help directly, it is their duty to make sure that the issue is getting addressed.

Group member's name	Department	Student number	Signature
Audrius Sauciunas	IoT	293156	
Daria Maria Popa (tech lead)	IoT	293087	
Mihai Anghelus	IoT	293169	
Natali Munk-Jakobsen	IoT	293132	
Levente Nagy (tech lead & product owner)	Data	293115	
Samantha Nettesheim	Data	293089	

Shaoyu Liu	Data	294404	*Shaoyu Liu*
Bogdan Mezei	Android	293137	
Eva Nikolaeva	Android	293164	[illegible] Eva
Kristóf Lénárd (tech lead & scrum master)	Android	293110	*Kristof Lenard*
Uldis Alksnis	Android	293168	

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