Collaboration Agreement

Minor IOT Group Project

Team name: DrawBot
Date: 14 november 2022
Version: 1.0

Inhoudsopgave

1. Contact Information

1.1 Coach
Dolinde van Beek
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1.2 Client & Product Owner
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1.3 Team
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Scrum Master
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2. Agreement Conditions

2.1. General Agreements

2.1.1. Agreements are always kept.
2.1.2. If anything isn't clear, we will look in the project manual.
2.1.3. When needed, an extra day will be planned to work on the project.
2.1.4. Outside the project hours on the schedule, the project is also being worked on.
2.1.5. Absence is reported in a day in advance via Teams to the team members.
2.1.6. Each team member contributes proportionally to the different products.
2.1.7. Documents are shared with each other via OneDrive and will be uploaded to the team's portfolio.
2.1.8. Each time we take notes, we choose a team member to document it. Every team member should take notes at least one time.
2.1.9. If you are unable to work on the project for a while due to private circumstances, please let us know in time so we can take over your work.
2.1.10. If you get stuck solving something, you will need to indicate on time to avoid time missing deadlines.
2.1.11. The day before the work is executed there will be a democratic decision at what time the work will start.
2.1.12. Lunch break is from 12:00 to 13:00. We make this project as a team and that is why we will always finish the working day together. So, no early departures, unless notified to the team at least 24 hours in advance. If you arrive late at the agreed time, sanctions will follow as stated in paragraph **2.4**.
2.1.13. We will work and be available according to the HvA schedule. Which is generally from 10:20 to 15:20.

2.2. Quality control

2.2.1. Everyone checks their own work for spelling mistakes and grammar correction.
2.2.2. Every piece of code is reviewed by a team member who didn't write it.
2.2.3. Every workday starts with a stand up. Here, we describe our technical difficulties from the previous day and help each other with this. Also, we describe our tasks for this day.

2.3. Deadlines

2.3.1. If you can't meet your deadline, please indicate this at least 1 week before the current sprint review, so that we can all find a solution.
2.3.2. After 1 week from the start of the current sprint, the team comes together to discuss any deadlines that can't be met to find a solution.

2.4. Sanctions

2.4.1.   If the cooperation within the team does not go well, a meeting with the senior consultant will be scheduled to discuss this.

2.4.2.   If team members do not show the promised commitment, they may be addressed to the coach. If this person does not follow this feedback, the coach will be contacted so we can solve the problem there.

2.4.3.   If a team member is late three times (15 minutes or more), the member receives a warning and must buy everyone a snack. Indicate it on time if you're late for a certain reason, we are forgiving.

2.4.4.   Team members who do not fulfil the agreements will be warned at first. In the case of a second violation of the agreements, it will be reported to the senior consultant.

2.5. Communication

2.5.1.   Team uses WhatsApp for informal communication.

2.5.2.   Team uses Teams for formal communication, file sharing and other communication.

2.5.3.   If you are unable to attend a group meeting, please let us know at least two hours before as this is not good for your teammates as they are counting on you.

2.5.4.   If there are any ambiguities inside or outside the group, please ask for help. You can do this by sending a message via the WhatsApp/Teams.

2.5.5.   We will discuss if we work remotely or at the Wibauthuis at least one day beforehand. If this is not discussed, we will all be at Wibauthuis.

3. Learning goals

3.1 Lawrance Bahem

3.1.1 Collaboration - At the end of the VitalityAging - Drawing Robots project, I have at least once taken on the role of scrum master during a sprint.

During the VitalityAging project I want to take the role of scrum master at least once. By taking on the role of scrum master, I can develop the skills associated with this role.

3.1.2 Professional Craftsmanship - At the end of the VitalityAging project, I have practiced programming an embedded device for at least 7 hours every week and completed my tasks for the project for that week.

At the beginning of every week I will work on my tickets, I will watch tutorials about the required technique that I need for each ticket and be able to complete my tasks within the deadline.

4. Team signatures

By signing I consent to all agreements in this document. I accept all team decisions and take full responsibility for my actions during the project.

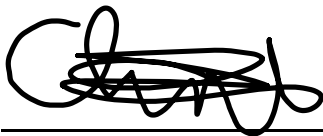| Signatures	Date signed
Lawrance Bahem	*14-11-2022*
Marc Specht	*14-11-2022*
Clint Halsema	*14-11-2022*

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Abdelrahman El-Khenizy

A.   *14-11-2022*

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Thije Wind   *14-11-2022*

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