

0.1 Control and monitoring the work

To let the project runs smoothly, some house rules and meeting need to be done. The house rule are needed to work as efficient as possible but also to create a good environment to work in. The house rules are:

- Every day a logbook need to be filled in by every member on what they did the last day during the working hours.
- Every morning there is a short meeting of 15 minutes.
- Weekly meeting with the project mentor to given a status update and ask questions.
- The working hours are from 9 am. Till 5 pm.
- Clean desk.
- There is a lunch break of maximum 45 minutes .
- If one of the member is 2 hours late a full day is missed.
- If somebody is 15 minutes late he will need to bring cake.

The logbooks are needed to check what every member has been doing and if it takes too long to finish the part he is working on. In the morning meetings a quick status update will be given and what will be done that day. During these meetings a status sheet will be filed in on how far the individual people are with their work. This status sheet will be filled in by the use of colours, green is the task is on schedule, yellow is a minor delay and red is a critical situation and the whole team must help.

The tutor meetings are needed to ask some question and to give a status update on how far the project advances, these meeting will take place every Wednesday. Before these meetings a question list will be made to make the meeting as efficient as possible. The question list will be made during the weekly group meetings, during these weekly group meeting a summary will be made what had been done till that point in time.