

Lost Media Contract

Working Norms

1. The team works both online and offline. Mondays, Tuesdays and Thursdays are the days when the group meets at the R7 building. On the other days of the week, the work can be conducted online or offline, after each member agrees to the terms.
2. The assignments and the task division is decided at the start of the week. The deadline for each task is also settled and respected by each group member.
3. The working day can be shortened if all the tasks for the day are finished earlier.

Attendance and Penalties

1. The attendance is mandatory. Each team member is expected to show up on time and be active throughout the day.
2. There are some cases where the absence can be reasoned with the group:
 - a. When there is a situation where the member cannot be present for the offline work and he/she knows about it earlier, it is necessary to inform the group at least one day before.
 - b. If the member feels sick in the morning and is not able to be present for the offline work, he/she should inform the group as fast as possible. Both working from home and resting for the rest of the day is possible.
3. When the person is late, the similar reasoning works as in case of being absent.
4. When the person is late or absent without a valid reason, he/she is obligated to bring a treat for the rest of the group at the first possible moment.

Communication and Storage

1. The every day communication is handled through WhatsApp. The dedicated group chat will be created on the app and used as main means of communication. It will be mostly used for the messaging and getting feedback, not as a storage for documentation and files.
2. A dedicated Microsoft Teams drive will be created for storing all the relevant files. The structure should be clear and respected by each member by storing file types in specific folders.
3. Trello board will be created to organize the assignments and task division. Each group member should update the board with their assigned tasks and their current status (ongoing, not started yet, done).