Working Agreement for "Move, Bauska!"

Rename this file: For example **working-agreement-for-team-XXX.docx**. Do NOT leave the word "template" in the file name, because it will be your actual working agreement. Use the file naming convention so that people in your team are creating files that are easy to recognize (whether they belong to your project or not).

Name of your team: Move, Bauska!

Description: We are offering a healthy and active way of discovering Bauska city. A brand new digitalised cycling/walking route around Bauskas most popular sightseeing objects found in the city centre.

Change management:

Date	Description of the change	**Changed by**
2019.09.19.	Initial draft	EK
2019.09.26.	Group name change	ELL

Questions that are Common for all Teams:

Question 1: Where you will learn about the statuses from other people in your team.

We will learn about other member statuses on general meetings that will take place every week or often (if needed). On a daily basis, we will keep in touch on Whatsapp, private messages and on other easy-to-use communication channels. Email and ''backlog'' will be used as an information forwarding space, on whom we can all keep track on jobs that will be done.

Question 2: Where you will keep project files and deliverables.

The major files will be stored on ''GitHub'' or google drive. The smaller, individual tasks will be kept and forwarded through email. Micro.com will be used as a design developing space that is accessible and open for editing to each team member. Flash storage will be used occasionally if the internet is not accessible.

Question 3: Where is the "backlog" - the list of things you still need to do for your project.

- Decide on the scale of the project
- Come up with the details of the route
- Think about how to get the message out to the customer. Marketing plan(advertisement).
- Communicate with potential stakeholders.

Question 4: How do you keep track of who is responsible for which task.

The team captain keeps an eye on the team and the schedule regularly. During each meeting, the assignment will be given to each team member. After the meeting, everybody has a specific task with a deadline that everybody else knows about. Few days before the deadlines the progress will be checked by other members.

Question 5: Where do you keep the "latest and greatest" version of your prototype, in case an instructor or a customer wants to see it.

The digital information about the product will be available at any time because it is going to be kept online. The physical version of the product (if any) will be with one of the team members regularly or it will be kept in a place that is accessible at any time for us, such as the school.

Additional Guidelines

Is it ok to not show up to a meeting? It might be ok if the member announces the issue on time and if the person's role in the meeting is not huge, important.

How should critique be conveyed? The critique must be conveyed in a calm, non-offending manner. It is also important to give critique at any time and not to be kept secret.

Attitudes? Members of the team must stay professional and should respect each other. Each members opinion must be respected and heard. Everyone should feel welcomed and comfortable.

How do we make decisions? The decisions should be made as a team but there also needs to be a leader that makes the final decision in case of disagreements.

Appendix A: Gaps in Technical Skills

- Designing
- Cost Management
- Communication
- Time Management
- Reporting
- Visualization

Appendix B: Communication Tools and Channels

For remote work, we will use google drive or individual tools if the task is not needed to be seen by everyone. For remote communication, we will use Whatsapp, Email.

For orderly communication with the customers and other stakeholders in Bauska, we will use Email, Facebook or phone calls.