Work Day Policies and Procedures

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| --- | --- |
| Iteration 1 | |
| Project Manager | Michael Bristol II |
| Developers | Philip Knouff, Randy Akers |
| Testers | Gerald Ottman III, William Whelchel II |
| Iteration 2 | |
| Project Manager | Randy Akers |
| Developers | William Whelchel II , Gerald Ottman III |
| Testers | Philip Knouff, Michael Bristol II |
| Iteration 3 | |
| Project Manager | William Whelchel II |
| Developers | Michael Bristol II, Philip Knouff |
| Testers | Randy Akers, Gerald Ottman III |

# **OUT-OF-CLASS** WORKDAY

Meetings will be held every Thursday at 3:30 pm. Out-of-class workdays will follow Policies listed below.

Absences

* What happens if someone is absent? What if they are repeatedly absent?
  + 5-10 minutes late a call is made to find out where they are.
  + If repeatedly absent the team will undergo the firing process.
* Who takes attendance at your meetings?
  + The project manager is responsible for keeping attendance.
* Are informal meetings counted towards a person’s absences?
  + Informal meetings will not be counted towards a person’s absences.

Communication

* How often does your team communicate with the client?
  + Communication with the client will be done at least once a week.
* Who communicates with the client?
  + The project manager is responsible for communicating with the client.
* When/how often will you meet with the client?
  + We will meet with the client semi-monthly.

Missed Deadlines

* What happens when a teammate misses an out-of-class deadline?
  + The team member will be force to complete the assignment under the supervision of a fellow group member.
* Who is responsible for enforcing the consequence?
  + The project manager will be responsible for enforcing the consequences unless the project manager is the guilty party in which case the developer will enforce the consequence.

Sharing of files

* Where will the person completing a task store the files/data?
  + The person completing the tasks will store the files/data on the server provided.

Virtual Collaboration

* What tools will be used to assist in virtual meetings, document sharing, knowledge repository, etc.?
  + Virtual meetings will be held on Google+.

# Procedures

**Attendance – 2 minutes**

**Meeting Overview – 20 minutes**

**Planning -10 minutes**

**Future Planning – 8 minutes**

**Work Time – 20 minutes**

# IN-CLASS WORKDAY

# Policies

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# Procedures

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**Meeting Overview – 20 minutes**

**Planning -10 minutes**

**Work Time – 35 minutes**

**Future Planning – 8 minutes**

| Reviewer | Version Reviewed | Signature | Date |
| --- | --- | --- | --- |
| Michael Bristol II | 1.0 |  | 1/19/12 |
| Philip Knouff | 1.0 |  | 1/19/12 |
| Gerald Ottman III | 1.0 |  | 1/19/12 |
| Randy Akers | 1.0 |  | 1/19/12 |
| William Whelchel II | 1.0 |  | 1/19/12 |