# Amended Cooperation Agreement

# Communication

For communication, the group members must share their emails and phone numbers. WhatsApp will be used for urgent communication, the arrangement of team meetings, for instant messaging and general communication. If a member cannot be present for a group meeting the team will use skype for voice communication. Members must respond to questions as soon as possible and voice any concern they may have as well. It is the responsibility for the team members to check for new messages often (3-4 times per day).

# Meetings and communication

The group meets at least once a week depending on the schedule and unforeseen circumstances. If anyone cannot attend a meeting, they must notify the rest of the team as soon as possible and if possible try to arrange a skype meeting instead.

Meetings must be arranged well in advance and everyone is expected to be at the specified location on time. If a group member is frequently late or absent from meetings without notifying the group this will be discussed both within the group and with Niek.

Members must signal if they will be late whenever possible and strive to be on time. Said meetings must be planned at least 24 hours before the arranged time and group members should confirm their presence in the group chat.

During iteration and playtesting, all decisions made must be made known to all team members if they weren’t there during the meetings. Important design decisions should only be made with all group members present.

# Task division

During the meetings everybody’s tasks will be determined. The agreement on tasks is binding and members who do not do their task will be discussed in group meetings. If the problem persists the group will inform Niek.

Aside from tasks scheduled every week the group will use a project board on github, all group members are encouraged to add to and maintain this board together. Doing your task for the week is bare minimum and everyone is encouraged to show initiative and look ahead in the project.

# Github storage

Every build, document and asset must be archived on Github so it is available for everyone. Commits should be named and described appropriately. Members must announce when something is uploaded in the group chat.

If trouble arises in using Github the group should be notified immediately so it can be fixed.

# Conflict prevention

All group members are encouraged to speak their minds especially when it goes against the general opinion. Other group members should always be respectful in disagreement.

Because everyone works and lives in different ways the group must always attempt to find ways of collaboration that accommodates everybody as much as possible.

If a conflict does arise and is not solved quickly, it must be discussed in a proper manner with the whole group and the AC.

Signing this means you agree to the rules set up by this document and are subject to forfeiting your grade if you break them. (To be decided by group and Niek)

Vasil Kichev \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groningen, 17.12.2016

Kevin Boer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groningen, 17.12.2016

Floris Buskes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groningen, 17.12.2016

Rodney de Croon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groningen, 17.12.2016

Alexandru Vasilachi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groningen, 17.12.2016