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Collaboration agreement

[Document subtitle]

**Collaboration Agreement**

**Blue Cable**

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| **Version** | **Changes** | **Date** |
| 1 | Wrote initial collaboration agreement | 08-02-2022 |
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# COLLABORATION AGREEMENT

This agreement lists the common spaces the project team will use to share files and code in and states the rules the members agree to adhere to.

## Configuration management

1. Documents will be published in the common workspace created in Teams , which every member has been added to.
2. All code will be published in **GitLab** .

The structure of the git repository will be as follows:

* 1. ***Main branch*:**

The finished and tested code will be published to the main branch.

* 1. ***Dev branch*:**

The development branch contains completed features that still must be tested and integrated. When the dev branch is tested and all features are compatible with each other, it should be merged to the *main branch*.

To merge the dev branch to the main branch a *merge request* must be created and accepted.

* 1. ***Feature branches* :**

For the development of each feature, a *feature branch* will be created that is named after the feature being implemented. *Feature branches* are the branches to which the developers commit and push their code. When a *feature branch* is completed and functioning it should be merged into the *dev branch*.

To merge a feature branch to the dev branch a *merge request* must be created and accepted.

* 1. ***Merge requests*** must be reviewed and approved by two other developers than the one who has been working on the branch to be merged.

## Work methods

1. Project members must be present at the agreed times and at the agreed location.
   1. In case of a valid reason, absence will be tolerated.

This includes incidental events (e.g.: illness, death, accidents, transport).

This includes planned events (e.g.: wedding, funeral, doctor's visit), in this case, absence must be reported no later than one day in advance.

* 1. If the project member does not have a valid reason to be absent, the project member will receive a warning which will be recorded in the shared warnings file.

1. Project members must report incidental absence at least 15 minutes before the start of the appointment.
   1. You will have to inform the group in the created WhatsApp group.
   2. If the project member does not report this in time, they will receive a warning. (See point 1b)
   3. In case of an invalid reason of absence, the project member also receives a warning (see point 1b)
2. Each project member must be present on time in the scheduled places.
   1. Reporting in case of late attendance via WhatsApp or calling.
   2. There is a 10-minute leeway for lateness.
   3. If a member is more than 10 mins late and has not informed the group, they will receive a warning.
3. Every project member must be easily contactable during project meetings.
   1. Project members have each other's phone number and e-mail addresses and can thus reach each other.
   2. If a member is not contactable, there must be a valid reason with proof, e.g., power outage, work, illness, family matters. Should this be called upon, the project team may ask to see proof e.g., doctor’s letter, work schedule.
4. Every project member must comply with the agreements made.
   1. If the project member does not have a valid reason not to comply with the agreements, the project member will receive a warning (see point 1b)
   2. If a deadline is not reached, this must be indicated in time - at least 48 hours (about 2 days) before the deadline. In consultation with the project team, it can be decided to postpone the deadline.
   3. In a case where the project member is unable (serious illness etc.) to fulfil the agreement, the other members must take over the work to the best of their ability.
5. Each project member must do a proportionate part of the work. Cavalier behaviour will not be tolerated.
   1. In a case where the project member is unable (serious learning disabilities, serious illness etc.) to perform the work, the other members must take over the work to the best of their ability.
   2. In the case of unacceptable behaviour, a conversation will be entered into with the project leader / coordinator and the project member in question. If no progress is made after this conversation, a warning will be issued each time the project member is approached.
6. Project members must complete the assigned tasks and agreements at the agreed upon time. These will be recorded in the minutes of the meetings.
   1. In case of failure, the relevant project member will receive a warning.
   2. If the assigned task and/or appointment is disproportionate for the allocated time, this must be discussed in time within the group.
7. Project members must actively participate in the group-hours, meetings, and lessons.
   1. In case of repeated absence of active participation, the project member receives a warning.
   2. This considers differences in personalities and skills.
   3. Only the minutes secretary and the chairperson may have a laptop open during client meetings.
   4. No telephones may be used during client meetings.
8. Project members must arrange meeting appointments in compliance with other project members. (Standard meeting times: Tuesday 9:00)
9. Agendas have to be prepared for every meeting (including meetings with the client) and Minutes of Meetings has to written during the meetings. (Agendas -> Eniko, MoMs -> Amira & Kosara)
10. Every member is responsible for preparing and rehearsing the client meetings up front. The preparation takes place at least one day before the meeting at a pre-arranged time and place. **6**

## Behavior

1. Every project member must contribute to a good working atmosphere.
   1. Repeated failure of this will result in a warning.
2. Every project member is expected to show respect for the ideas of other project members.
   1. For the progress and the prosperity of the project, it is important that you hear and examine as many ideas as possible.
   2. Repeated failure of this will result in a warning.
3. Every project member must be respectful of the opinions of others.
   1. It is important for the progress and prosperity of the project that people hear and examine as much input and opinions as possible. This will benefit the project.
   2. Repeated failure of this will result in a warning.
4. Every project member must be loyal to the group.
   1. For the progress and prosperity of the project, it is important to be honest with the group and to comply with the agreements.
   2. Repeated failure of this will result in a warning e.g., evading group discussions and meetings.
5. Every project member should actively contribute to solving problems.
   1. Passive behavior will not be tolerated.
   2. Deliberate repeated failure of this will result in a warning.

## Respect

1. Everyone must consider and respect differences.
   1. Each project member has a different background. This may cause differences. This may include other behaviors, eating patterns, religions, religious customs, and many other behaviors.
2. Everyone must consider the difference in working methods.
   1. Every person has a unique way of working, this should be respected. There are diverse ways to achieve a goal.
   2. If the method does not lead to the desired result, this problem should be discussed in the group hours / meetings.
   3. If there is no respect for differences in working methods, the person who does not show respect will receive a warning.
3. There should be no exclusion or bullying behaviour between project members.
   1. It is not appropriate to exclude or bully other project members.
   2. If someone is excluded / bullied, this should be discussed with the consent of the victim in the group hours / meetings.
   3. The perpetrator(s) receives a warning if this behaviour takes place.
4. There should be no intimidation or discrimination between project members.
   1. Intimidation or discrimination is not appropriate.
   2. If there is a conscious discrimination or harassment of project members to harm him or her, the perpetrator will immediately receive a warning
5. Project members should consider project members who are ill.
   1. Project members should help and assist sick project members if needed.
   2. If the project member is ill and is unable to complete his work on time, this work must be taken care of by the other project members.
   3. A deliberate omission will result in a warning. This applies to both points a. and b.
6. Project members should consider the personal circumstances of other project members.
   1. Project members should assist project members with problems if necessary.
   2. If the project member is unable to complete his work on time, this work must be taken care of by the other project members.
   3. A deliberate omission will result in a warning. This applies to both points a. and b.

## Definition of Done

Project members are responsible for finishing their own task. A task considered finished when it meets the following requirements.

### Code

1. Acceptance criteria of user stories are met
2. Created/Updated documentation:

* Markdown file in the Git repository updated with relevant information
* Unit test with at least 80% coverage
* All functions are commented
* Adhere to naming conventions
* Follow standard naming conventions of the used programming language
* Adhere to folder structure and folders & files are named accordingly

Folder structure:

* All files in the ‘src’ directory
* In the ‘src’ directory separate folders for every concern (components, assets, hooks, etc)
* In the components directory, separate folders for each component that holds all parts of the component

1. Task is updated in Git Boards

* Time spent is added
* Task content is uploaded
* Marked as ‘Done’

### Research

* 1. Research Document is written in the following manner:
* APA style referencing
* Methods specified
* Research questions and sub-questions are specified
* Results outlined
* (Follow Rozalina’s format)

## Warnings

1. In case of violation of one of the above points, the project member receives a warning if the majority of the group votes for it.
2. The minute taker keeps the warnings in a general Excel file on the 'Microsoft Teams’.
3. Each warning is discussed in the group.
4. If the person in question receives a third warning, their respective study career coach will be contacted.