Contract of cooperation

Project Show Off Y2 Q4

This contract states that every team member will uphold the following rules while participating in the current project team.

## Team Roles

Glyn Leine –Lead Engineer, Tech Art

Robert O’Connor – 3D Art, Project Management, Tech Art, Rigging,

Tamara Hooijmans – UI Art, Vector Art, 2D Animation, Concept Art, UV Mapping and Texturing

Tanya Schrijver – 3D Art, Concept Art, General Art Assistance

Humam Abud Allah – Sound Design, 3D Art, Substance Designer, Rigging, Concept Art, Video Production

Ekin Kaya – 2D Animation, 3D Animation, Character Design, Sound Design

Morlay Souare –Concept Art, 2D Animation, Photo Manipulation, 3D Art, Video Production

Rick Oosthof – Game Scripting, Game Design, Web Programming, Writing, Research

Olivier de Haan – UI Design, Research, Game Design, Testing, 3D Art, Character Design

## Scheduling

Full team Stand-Ups take place at 09.05.

Sprint Review will take place after the pitch every second Friday.

Everyone is expected to work till 17.00(barring special situations) everyday.

Monday till 12.00 work on Redo’s/Portfolio.

Deadline for Test build is Thursday at 14.00

Thursday 14.00 – 16.00 Playtesting!

Stable build by 17.00.

## Breaks

Breaks will take place between 12.00 and 13.00 everyday.

Be reasonsable with the amount of short breaks you take, leave a text in the chat to notify the team and on return.

## Oversleeping, Delay and Illness

Attendance on all working days is mandatory.

When a team member is Ill, Late or has Overslept notify the team via official communication channels.

If you will be absent or late on the day of the lab or pitch, email one or both of our grading teachers, along with notifying the team via official communication channels.

If you are absent or late multiple times, you will upon the agreement of the whole team be issued a warning, more than two offences will result in yellow and further than that a red card.

## Working conditions

Team members should treat each with respect.

Constructive feedback only. (Don’t be an asshole)

Deal with most issues internally, unless it is a yellow or a red card issue or an issue of harassment, then meet with the grading teacher/s.

## Communication

Official forms of communication WhatsApp, Discord, Collab and Saxion Email for Grading Teachers, Microsoft Teams

WhatsApp: Used for casual conversation and reporting illness or absence.

Collab: For working communication, be in collab all workday with your mic muted.

Discord: Used for file/link sharing and planning poker.

Saxion Email: Used to report issues to grading teachers

BB Forum: Asking questions to expert teachers.

Teams: User Testing

Meetings Content

Meeting Rules:

* The meeting moderator is in charge of making sure all the following rules are adhered to.
* Keep swearing and fowl language to a minimum.
* Do not shoot down ideas automatically, note them down and talk about them at the end of the meeting.
* Wait until someone is finished speaking before making remarks and asking questions if something is urgent raise your hand in collab.
* If a subject has possibility spiral out of control, note it down and schedule another meeting with the relevant parties.
* When conflicts occur, note it down and talk about what can be done to prevent from happening, keep in mind your personal experience and view of the situation for sprint review also.
* Do not lie or withhold information during meetings.

## Warnings

A warning is given when a rule or multiple rules are broken either once or repeatidly depending on their weight, warnings can not be given until all other team mates agree.

It takes 3 offences to get a yellow card, and futher 3 to get a red card, all based on grading teacher consultation.

If in the peer reviews it appears that someone has done insufficient work with insufficient effort then it is an automatic yellow card upon consultation with grading teacher/s.

## GIT/Filesystems

Refer to GIT/Filesystems Document

## HacknPlan:

It is mandatory to have a tab of HacknPlan open at all times.

When a task is in progress it must be put in the in progress tab. Only while it is currently actively being worked on.

Once it is done, put it in to testing and another member of the team will test it based on the acceptance criteria. If the item dosen’t meet the acceptance criteria it will be sent back to the sprint back log tagged as a Bug/Error and a comment saying what is wrong with it.

Then repeat the process until it meets the acceptance criteria.

IMPORTANT NOTE! Always log your hours on the tasks at the end of the day or when you have completed a task or when a task goes back to the sprint backlog.

If a task you have to do is not in HacknPlan then contact Rob.

Planning poker will be played at the start of each sprint or if a new task is created if a task is mis-scoped discuss it with the team.

## Signatures

Those who sign this contract promises that they accept the terms of the contract and will uphold the rules to the best of their abilities.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Rob O’Connor | Signed | 27/04/2020 |
| Humam Abud Allah | Signed | 27/04/2020 |
| Tamara Hooijmans | Signed | 27/04/2020 |
| Ekin Kaya | Signed | 27/04/2020 |
| Morlay Souare | Signed | 27/04/2020 |
| Tanya Schrijver | Signed | 27/04/2020 |
| Rick Oosthof | Signed | 27/04/2020 |
| Olivier de Haan | Signed | 27/04/2020 |
| Glyn Leine | Signed | 27/04/2020 |

**Disclaimer:** This contract cannot be changed, only content can be added to this in communication with the rest of the team.