

# Contract of cooperation

## Team Project Y2 B3

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

## Project Goals

Minimum expected Grade is an 8.

Minimum Good, expected Excellent for things like communication, Team work etc.

A portfolio worthy project.

## Team Roles

Glyn Leine – Lead Programmer, Engine Development and Architecture

Arjen de Aldrey – Gameplay Programming, Physics and AI

Rowan Ramsey – Serialization and Gameplay Programming

Robert O'Connor – Business Strategy, Marketing Strategy, Box Modelling, Texturing, Lead Game Designer, Project Management

Tanya Schrijver – Lead Artist, Concept Art, 2D Art, Organics (Sculpting) and Box Modelling, Texturing

Humam Abud Allah – Concept Art, Box Modelling, Texturing (Materials), Sound, Video

## Meetings

Programmers meetings are held at 09.00, expected to be set up by 09.00(arrival between 08.30 – 09.00).

Full team Stand-Ups take place at 09.35 (ideal arrival 09.30).

Sprint Review will take place after the pitch on Friday.

Everyone is expected to stay at school till 17.00(barring special situations) everyday, barring Friday where will convene after the sprint review.

## Breaks

Breaks will take place between 13.00 and 14.00 everyday(Except Friday).

Be reasonable with the amount of short breaks you take.

## 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's 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 and Saxion Email for Grading Teachers

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

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

Saxion Email: Used to report issues to grading teachers

## 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, this includes body language.
- 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.
- 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 repeatedly 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 further 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

Each team member should commit their work at the end of the day and before you go on lunch break at least and then lock your laptop .

At every stable interval of your work you should commit.

Do not commit broken builds, stabilize builds by commenting out broken code.

Commit Comments:

Commit comments should be informative and helpful to the rest of the team

- [CHANGE] when something has been changed
- [FIX] (i.e. bugfixes, fixing things that break the build etc)
- [ADD] Addition of new content
- [WIP] [FLAG HERE], Work in progress
- [REMOVE] Erasure from project

In case of commits of unknown changes or due to GIT issues please state reference to the last relevant commit.

In case of unknown (if any) add the WIP flag with specific notes what the possible change log should be.

Do not commit to any branch in the version folder, this should only be done by merging and by the lead programmer. Any changes to the engine are only allowed to be committed to their designated branch in the engine folder. Any changes to the game should be committed to their designated branch in the game folder.

## Filesystem:

Maya Files: Create a folder for the model in the Maya folder > ModelName\_Model.ma  
(please save in maya ascii form)

Substance Painter Files: Create a folder for the model in the Substance folder >  
TextureName\_Texture.spp

Substance Designer Files: Create a folder for the model in the Substance folder >  
MaterialName\_MT.sbs

Photoshop Files: Create a folder for the model in the Photoshop folder >  
ImageName\_IMG.psd

FBX/OBJ: Add to the resources folder Models > ModelName\_Model.obj/fbx

UI art: Add to resources folder UI > UiArtName\_IMG.png

Concept Art: Create a folder for the model in the Concept Art folder > ImageName\_IMG.png

Sound(Ableton): Create a folder for the model in the Ableton folder > TrackName\_SND.als

Sound(ogg): Create a folder for the model in the Sound folder > TrackName\_SNF.ogg

Header files: header files should be named ClassName.h and should be in their designated header folder within the project:

ExampleProject/Header/ExampleTopic/.../ClassName.h

Source files: source files should be named ClassName.cpp and should be in their designated source folder within the project:

ExampleProject/Source/ExampleTopic/.../ClassName.cpp

Single Include header files: each project should have a designated single include header file, if the project contains many sub topics then supply a single include for each topic and include those into the project single include. Folders should be layed out like so:

ExampleProject/Include/ExampleTopic/ExampleTopic.h

ExampleProject/Include/ExampleProject.h

Library Includes: all external dependencies should be in the Resources folder under Lib/ and Include/

## 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 doesn'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.

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

Planning poker will be played on Monday morning.

## 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		10/02/20
Tanya Schrijver		10/02/20
Humam Abud Allah		10/02/20
Arjen De Aldrey		10/02/20
Rowan Ramsey		10/02/20
Glyn Leine		10/02/20

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