

# Software Project Management

Group 02

## Team Norms (Version 1.0)

1. All the Team members should regularly attend the lectures and lab session.
2. All the Team members should attend every team meeting. The time slot for every team meeting as of now is decided at 4 pm every Friday.
3. Unavailability of a member for a team meeting should be informed before hand to the team leader.
4. If a person is unable to attend any of the team meetings due to some reason then its his/her responsibility to get information about the discussions in the meeting.
5. Software Development requires substancial time commitment for learning the application domain. So the members should invest time in the learning of domain.
6. Communication and coordination is a major phenomenon that greatly increases productivity. So team members should regularly communicate through mails and whatsapp.
7. Work progress will be reviewed and judged in every meeting.
8. The project will be divided into different phases so as to keep a proper check on the progress of the project.
9. Matching the tasks to the skills and motivation of the team members should be taken into considerence, as it will increase the productivity.
10. Extreme time pressure decreases productivity so deadlines for each task should be strictly followed. So that work doesn't pile up at the end.
11. If any of the team members is facing any difficulties in performing the task assigned to them then he/she should inform the leader about it at right time so as to get help by other team members.
12. Documentation is important. So each and every task should be documented on completion.

13. Coordination is the key. If someone finishes his/her work before time, then its his/her duty to help other team members in completion of their task.
14. Always test everything. Tests reveals errors. Earlier the error detection better the application.
15. The Team Leader should motivate the team because increased motivation leads to increased productivity.
16. The outstanding team member of the team on the basis of his/her performance will be awarded(surprise).