Team Agreement

You are advised to decide the following issues at your first meeting. Complete this document and email it to each member of the group.

1. Schedule of formal meetings – how many, where and when:
   1. 1st in person at Napier C27 on the 9th of December at 9 am.
   2. 2nd in person at Napier C27/C28 on the 10th of December at 11 am.
   3. 3rd in person at Napier C27/C28 on the 11th of December at 11 am.
   4. 4th To be decided after progress on the 11th of December
2. How will meetings be recorded? How will you record what was reported and what was agreed at each meeting. You will need to record who has been assigned which task.
   1. A maintained word document that will be updated by Olav
3. Team Structure: You should nominate a project manager to take overall responsibility for recording and monitoring progress.
4. At each meeting you should:
   1. Review progress on assigned tasks
   2. Assign new tasks to each team member
   3. Confirm the date/time of the next meeting

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| Name / Matric | Role | Contact details (e.g. mobile or email) |
| Olav Jakobson Digranes | Team manager | [40430159@live.napier.ac.uk](mailto:40430159@live.napier.ac.uk) |
| Jonathan Balch-Tomes | Object-oriented | [40455050@live.napier.ac.uk](mailto:40455050@live.napier.ac.uk) |
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| Gianmarco Natuzzi | User Interface Designer | [40439919@live.napier.ac.uk](mailto:40439919@live.napier.ac.uk) |
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