

Common Values

G13

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Eltjon Qefalija

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The aim for our group is to get the highest grade (5) in this course which can be achieved through hard working, cooperation and gaining the best knowledge.

1 Decisions

- The team will create a list of issues for a problem that the team can face and then a list of possible solutions for that problem to decide and choose the best one,
- The team will document all solutions and write them on the appendix file so that the team votes on the best solution.
- The chairman will take the final decision in case we arrive to equal votes.

2 Internal Delivery Problems

In case any team member discovers that the potential solutions are not going to work the following steps will initiate:

- A group member shall inform all other members that the solution can't be implemented after providing a solid proof. Hence, other members can help with the solution and give other suggestions.
- The new solution must be discussed in the group again and then a new decision will be made.
- The manager will be contacted and the team will take consultation from the manager if the group can't find a solution.

3 Meeting Procedure

Meeting rules and regulations are governed as follows:

- The group meetings will be held every Tuesday at 13:00 and Friday at 15:00.
- The team will discuss if it is better to have a physical or virtual meeting based on the tasks and health status of each individual at each meeting time.
- In case of late arriving to the meeting, the group member should inform the others before the meeting or as soon as possible.
- In case a group member can't come to meeting, the group members should be informed in advance.
- The meetings will be documented, and tasks will be assigned to make it easier for every member to focus on his/her task.
- Phone calls are not allowed during the meetings.
- The team voted for the chairman to be Eltjon Qefalija.
- The meetings will be managed by the chairman.
- Every group member has to inform the chairman about the working hours every week.

4 Adherence to team rules

If the agreed rules are not followed by a group member:

- No action will be taken in case this was the first time and a reasonable explanation was presented.
- If a team member misses the meetings more than two times or does not add any contribution to the work, the manager will be informed.

5 Organization

- Being in contact with the manager: The chairman.
- Time reporting: Haitham Babbili.
- Booking meetings room: Sara Akbari.
- Meetings documentations: Waleed Abu Laban.