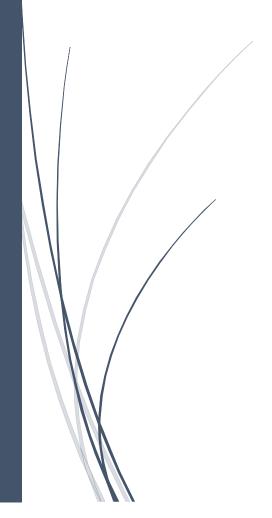
9/11/2019

# Project Ortho

Corporation agreement



# Cooperation agreement:

To ensure that the project runs smoothly, there are several agreements that we must adhere to:

## 1. Project meetings:

- 1.1. The project group will hold daily standup on every Monday, Wednesday and Friday. The time of the daily standup is shown in the general planning table.
- 1.2. Once every two weeks we will hold a meeting about the progress of the project and make planning for the next sprint.
- 1.3. Further meetings can be planned as needed immediately after a standup.

### 2. Azure DevOps

- 2.1. The project group will use Microsoft DevOps as a scrum tool.
- 2.2. The Scrum Master and the product owner makes sure that the project backlogs gets filled.
- 2.3. The project group will work with sprints of two weeks but will divide this into tasks that are achievable in one or two days.
- 2.4. Every project member is responsible to update the status of his tasks.
- 2.5. Once every two weeks we will hold a retrospective meeting.

# 3. Absence or late for meetings

3.1. With absence or late for a meeting, the group member has to let the others know in advance via WhatsApp. If the member knows he can't come, he should know at least 24 hours in advance

#### 4. Deadlines

- 4.1. All tasks in one sprint need to be finished at a timeframe of two weeks.
- 4.2. These products need to be finished before the last Friday of the second week.

#### 5. Roles

- 5.1. Delegate of the product owner = dr. A. Andrioli
- 5.2. Scrum Master = Lennart van Koppen
- 5.3. Contact person LUMC = Raphael Pickl
- 5.4. Git versioning and control = Eddie Versluis

## 6. General planning

General planning						
						2nd week-
Activities	Monday	Tuesdays	Wednesday	Thursday	Friday	Friday
Daily stand up	9.30 AM		9.30 AM		11 AM	
Working on Sprint						
Lectures						
DataCamp						
Retrospective						11.05 AM
Planning sprint	11 AM					
Backlog refinement						

# Agreed and signed in The Hague:

Names:	Emails:	Signatures		
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