

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from this bar, containing the date.

9/11/2019

Project Ortho

Corporation agreement

Several thin, dark blue curved lines originate from the bottom left corner and sweep upwards and to the right, creating a sense of movement or growth.

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						
Activities	Monday	Tuesdays	Wednesday	Thursday	Friday	2nd week-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
Sardjoe Missier, Arjun	15052907@student.hhs.nl	Arjun Sardjoe Missier
Koppen, Lennart van	11031859@student.hhs.nl	Lennart van Koppen
Lang-Nguyen, Brice	19077297@student.hhs.nl	Lang-Nguyen Brice
Pickl, Raphael	19076460@student.hhs.nl	Raphael Pickl
Ali, Hassan	17021308@student.hhs.nl	Hassan Ali
Versluis, Eddie	19132565@student.hhs.nl	
Andrioli, Tony	aandrioli@hhs.nl	