

Collaboration agreement (Group 7)

Members:

- Eilif Hjermann Lindblad
- Hector Mendana Morales
- Ola Syrstad Berg
- William Laukvik Holtsdalen
- Tord Johannesen Fosse

Introduction

This collaboration agreement defines the terms of collaboration and obligations between the members of Group 7. The purpose of the contract is to ensure effective and structured cooperation, clarify the expectations of the members, and establish procedures for handling challenges and conflicts that may arise during the project.

All members of the group have reviewed this contract and accept its terms. This document is intended to ensure that the project is delivered according to the agreed quality and deadline.

Goals

Effect goals

- The group shall maintain good internal communication and a collaborative spirit throughout the project period.
- The group shall ensure that each member learns something new and develops their skills through the project.

Expected results

- Tasks/exercises shall be completed and delivered on time, without delays.
- All members are satisfied with and proud of the completed work.
- All members feel stronger together at the end of the project.

Role overview

Documentation manager and Scrum Master:	William Laukvik Holtsdalen
Meeting manager:	Hector Mendana Morales
Meeting secretary:	Eilif Hjermann Lindblad
Quality manager:	Tord Johannesen Fosse
Customer communications manager:	Ola Syrstad Berg

Procedures

A. Meeting Invitations

Meeting invitations will be distributed via Outlook calendar, but copies may also be sent via email and/or other channels. The invitation should ideally include the meeting agenda and any members who are not part of the group. A list of participants who will not attend should also be included in the invitation. Additionally, the invitation should specify the meeting time and location. Invitations must be sent at least 1 day prior to the meeting date, except in the case of emergency meetings, where attendance cannot be required.

B. Notifications of Absence or Other Events

If a member is late according to the agreed time or unable to attend, they must notify the group via the absence channel on Discord.

C. Document Management

Documents and files should be uploaded to the appropriate channel on Discord. There are three categories: one for meeting summaries, one for meeting summons, and one for miscellaneous files such as applications and PDFs intended for sharing rather than archiving.

D. Submission of Group Work

The group's quality controller must review all academic content before finalizing the work. Submissions and group projects must be completed and/or delivered within the agreed timeframe.

E. Decision-Making

All decisions must be made collectively with at least three members present. Decisions will be made based on a democratic majority through a show of hands.

Interaction

A. Attendance and Preparation

Members should complete necessary preparations before meetings and work sessions, and all members must arrive at the agreed time. In case of unforeseen delays, the group should be notified as early as possible so plans can be adjusted accordingly.

B. Presence and Engagement

All members are expected to be focused and engaged during meetings and collaborative tasks. Every idea must be listened to and considered by the other group members.

C. Supporting Each Other

Members should communicate when they need help, and others should assist when necessary. If a member has the capacity and opportunity to help, they should do so proactively.

D. Disagreements, Breach of Agreement, and Expulsion

In cases of disagreements that cannot be resolved immediately, a meeting should be arranged with the disagreement as the primary focus. To achieve resolution, decisions can be made via democratic majority through a show of hands or by consulting a teaching assistant and/or course instructor.

In the case of a breach of agreement, potential sanctions should be discussed in a meeting, with teaching assistants or instructors involved if necessary. It is important for the group to understand that sanctions are not intended as punishment but as a means of maintaining accountability and collaboration.

The criteria for expulsion from the group is more than four days of undocumented absence. If such a case arises during the working period, a meeting with the course instructor should be arranged to discuss the situation. All parties involved must be given the opportunity to present their side before a final decision is made.

Signatures

William L. Holtsdalen

Tord Fosse

Ola Syrstad Berg

Eilif H. Lindblad

Hector MM