**TEAM POLICY**

**for Vinaswap project**

****

**Author: Imagineers Team**

**Date: Oct 05, 2016**

**Revision history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Notes** |
| **1.0** | 05/10/2016 | Thach Nguyen | Created |
|  |  |  |  |
|  |  |  |  |

**TABLE OF CONTENT**

[I. Introduction 4](#_Toc464392042)

[II. Base rules: 4](#_Toc464392043)

[III. Rewards and Punishment 5](#_Toc464392044)

[IV. Working Together 7](#_Toc464392045)

# Introduction

The main purpose of this document is to establish ground rules.

# Base rules:

1. Team members:

* Present on time in team meeting/ mentor,customer meeting
* Be active during meeting
* Be focus in meeting (no personal activities)
* Be prepared and ready for any situation
* All members(& leader) need to take some tests and team building to build up teamwork 🡪 compulsory(!)

2. Leader:

* Apply team members rules for self
* Responsible for guiding members follow rules
* Violate Base rules get -20% in working attitude in evaluate form

# Rewards and Punishment

Evaluate form:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Team Members Evaluation:** | | | | | | | |
| Student ID | Student Name | Studying and Meeting  with Team (Scale: /100) | Contribute ideas  to Team (Scale: /100) | Complete  assigned work (Scale: /100) | Working Attitude ( Scale: /100) | **Average** | Signature |
| TXXXXX | Nguyen Van A | 70 | 73 | 64 | 78 | **71** | NVA |
|  |  |  |  |  |  | **#DIV/0!** |  |
|  |  |  |  |  |  | **#DIV/0!** |  |
|  |  |  |  |  |  | **#DIV/0!** |  |
|  |  |  |  |  |  | **#DIV/0!** |  |
|  |  |  |  |  |  | **#DIV/0!** |  |
|  |  |  |  |  |  | **#DIV/0!** |  |

Note: (1 week) means we will grade it in weekend. If your point is 100%, the reward will be added as an extra( above 100% is extra and above 120% you will get a reward)

1. Rewards

|  |  |  |
| --- | --- | --- |
| Category | Title | Point(%) |
| Study & Meeting w/ team | Attend to all meeting w/ team in (1 week) | 3% |
| English in all meeting w/ team in (1 week) | 5% |
| Contribute ideas to team | Suggest solutions to problem (1 week) | 5% |
| Contribute to team building (each TB) | 5% |
| Complete assigned work | Over 70% of tasks are “Complete” | 5% |
| Working attitude | Active in meeting mentor/ customer (1 week) | 2% |
| Active in work (1 week) | 2% |

2. Punishment:

|  |  |  |
| --- | --- | --- |
| Category | Title | Point(-%) |
| Study & Meeting w/ team | Absent for mentor/customer meeting (1 each) | 50% |
| Absent for team meeting(1 each) | 10% |
| Absent for restrospective review (?) | 10% |
| Contribute ideas to team | No contribution in team meeting/ mentor/ customer | 5% |
| No contribution to team building (each TB) | 5% |
| Over 70% of tasks are “Undone” in (1 sprint) | 20% |
| Late submission,above 15p | 10% |
| Working attitude | Inactive in meeting w/ team/mentor/customer (1w) | 10% |
| To be updated |  |
|  |  |