**TEAM POLICY**

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**Author: Imagineers Team**

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**Revision history**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Notes** |
| **1.0** | 05/10/2016 | Thach Nguyen | Created |
| **1.1** | 19/10/2016 | Phuong Nguyen | Reviewed, Approved |
| **1.2** | 07/02/2017 | Thach Nguyen | Updated |
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# Introduction

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

# Base rules:

## Team members:

* Present on time in team meeting/ mentor,customer meeting
* Start the meeting after 15 mins or with 70% of members available
* Be active during meeting
* Be focus in meeting (no personal activities)
* Recorder will take note to Meeting Minutes in meeting and notify members about the record’s storage
* Clear about your work( Try to break into smaller tasks)
* Come up with solutions, don’t come up with reason for your personal things
* Be prepared and ready for any situation

## Leader:

* Apply team members rules for self
* Responsible for guiding members follow rules

# Rewards and Punishment

Use ★ to Reward or Punishment.

Team member violate rules get -★(Punishment) and follow rules get +★(Reward)

Leader collects ★ of all team members at weekend(Sunday)

Each -★ after 1 week is ***5.000 vnd*** payoff to team fund

Team members who get highest star after **a week** get BONUS +★★

Team fund use for payment of tools, services, anything related to project, and team building

## Rewards

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

## Punishment:

|  |  |  |
| --- | --- | --- |
| Category | Title | Point(-★) |
| Study & Meeting w/ team | Absent for mentor/customer meeting (1 each) | ★★★ |
| Late above 15mins (1each) | ★ |
| Absent for team meeting(1 each) | ★ |
| Absent for review or reflection meeting | ★★ |
| Contribute ideas to team | No contribution in team meeting/ mentor/ customer | ★ |
| Over 50% of tasks are “Undone” in (1 sprint) | ★★ |
| Working attitude | Inactive in meeting w/ team/mentor/customer (1w) | ★ |
| Personal activities during worktime (1 each) | ★ |