

Studio contract

Studio Name: GraphicAlley

Communication platform:

Teams chat	-	quick communication
Teams channel	-	documents and posts
Trello	-	planning / timeline

Members:

- Bradley Bos
- Thammy van Amstel
- Thuvaragan Vanniyasingam
- Jonas Wesselius

Rollen:

- Bradley Bos : Designer
- Thammy van Amstel : Strategist
- Thuvaragan Vanniyasingam : Developer
- Jonas Wesselius: Developer

School days, teachers available class orange

- Monday
- Wednesday
- Thursday

Agreed school days / 09-09-2024 / may be updated after a few weeks

- Monday 9-16
- Wednesday 9-16
- Thursday 9-16
- Tuesdays we will see per week, work from home or at school

Strikes

1. It's fine, can happen
2. Not that fine, what happened?
3. Bring a treat
4. Meeting with group (and teacher)

Agreement

Attendance

- On the agreed schooldays we are present at school
- Preference attendance at 9:00 a.m., no later than 9:30 a.m. keep group up to date
- If working from home on agreed school days, let the group know before 8:30
 - o Be reachable while working from home, otherwise you are absent, and get a strike

Sick/Absent

- Calling in sick before 8:30
- Report absence, asap, at least one day in advance
- If you are not available during important decisions, you will have no input, and we will continue with what is discussed as a group.
- If you are absent without communication, you will receive a strike

Responsibilities

- We as a group are responsible for the group project
- Complete assignments as discussed, see planning, otherwise a strike
- If you find some task difficult, let the group know in time, and ask for help
- We keep an open communication about the expectations for the project
- We give each other positive but also constructive feedback
- We take initiative and take on tasks without keeping silent
- We create a safe space for learning, do not hesitate to ask for help

Planning

- Every Monday morning at 10:00, we will discuss the planning for the week
- Group feedback will be posted on feed pulse with a rotation, daily feedback

The undersigned agree to the agreements made.

Name	Date	Signature
Bradley Bos	09-09-2024	BBos
Thammy van Amstel	09-09-2024	TvAmstel
Jonas Wesselius	17-09-2024	JW
Thuvaragan Vanniyasingam	--/--/----	----