

Group Contract

Group Name (optional):
ENG-FPRPM-A21:

Date:
22/09/2021

Group 1: students'
presence mobile app

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to....

commit to this project with the same level of responsibility, ambition, and work attitude ("sitting in the same boat"). Responsibilities within the project might differ, but the result should be group effort, everyone plays his part in the result and should be satisfied with it. The result also will benefit from a hands-on-mentality. We all participate to gain new knowledge about project management and contribute new ideas.

Communication: We agree to...

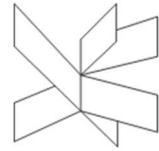
keep everyone in the loop about changes, plans and external communication (e.g. supervisor), and all decision will be made by "majority vote". Clear communication about what do to, how it will be done, who will do it and until it will be done (task board). Everyone should check mails/message at least 2 times a day (be available/reachable).

Meetings: We agree to....

meet on time or at least let everyone know in case of being late. We will have minutes written of every meeting and schedule exceptional meetings one week in advance. There will be regular project meetings (same day/same time) where everyone must attend (or name a proxy) and the project process will be discussed.

Conduct: We agree to....

treat each other with respect and be open-minded to different experiences, backgrounds and level of understanding. Everyone plays an equal part within the team. Respect also means to keep a certain level of professionalism. We also agree to be prepared for every meeting and to work continuously on the project.



Conflict: We agree to....

be open to other perspectives, suggestions, and ideas. Constructive criticism rather than "that is bad/stupid", discussions and proposals rather than saying "no". We agree to do not waste time on discussions with no content (simple arguing). All conflicts should be analyzed and resolved within the group.

Deadlines: We agree to....

hold EVERY deadline, the official ones given by the project schedule and our own ones. If we agree to get things done by a certain time/date, everyone rely on that, so there is (almost) no excuse.



Other Issues:

We will name everyone for certain team roles (e.g. minute taker, coordinator, communicator) within the general project work.

Software Engineering: Jordi Lazo (Innovator & Driver)

Project Executive: Nils Franke (Executive & Driver)

Project coordinator: Anne Schneider (Chairperson & Teamplayer)

Group member's name	Student number	Signature
Jordi Lazo	313296	
Nils Franke	313446	
Anne Schneider	313444	