

Team Contract

1. Goals: What your team hopes to achieve

1. To have a friendly environment and respect each other
2. Understand what needs to be done and execute them as requested

2. Norms: Group belief about how members should behave

2.1 Meeting norms

1. We will have mandatory meetings on Wed at 12:30 (most weeks with the industry partner). And a smaller meeting on Mon at 19:00, mostly to finalize the current version
2. Come 5 minutes earlier to the meeting so that everyone is available at that time, specially that we have partners who are busy.
3. Not being able to make an appointment needs to be communicated in the WA group in advance

2.2 Working norms

1. Always try to find compromise such that everyone is happy
2. Criticism must always be constructive! Not in an offensive or defensive way. No blame! If it's just feedback to a single person, do it privately via mail

2.3 Coordination norms

1. Arash will lead the team meetings and make sure to keep them on track.
2. The SD team assigns tasks equally amongst all of them. People can speak up for their preferences.

2.4 Communication norms

1. There is a whatsapp group and a e-mail chain. Response is to be made within 24 hours (or quicker if urgent)
2. So far, all communication includes the whole team. Individual members can contact each other personally (i.e., through whatsapp)

2.5 Consideration norms

1. Side conversations should only happen at the end of meetings.
2. Disagreement should be brought up in a constructive manner, with a potential solution. The concerns must be addressed and resolved.

2.6 Continuous Improvement norms

1. The progress will be tracked via the Kanban board. (idea: Cards will be moved only in meetings, maybe a small meeting every 3 days)
2. Every piece of code in the final product needs to be looked at by at least 2 people. If there are concerns, they need to be addressed and resolved. Yes, certain outcomes do trigger discussions.

3. Rewards: How the team will celebrate achieving goals

1. Congratulate the person for fixing the problem
2. We go out for an ice cream, cookie or beer when corona is over :)

4. Sanctions: How the team will address failure to abide norms

1. (Possible first in private) talk about the issue. Where it is coming from, and if they can resolve it in the soon future.
2. Sing a song for all of us (with camera?)

The following names have agreed to this contract:

<u>Team members</u>
Arash Bagherzadeh Yazdi
Leon Schmidtchen
Stefan Kraft
Gloria Woode de Oliveira
Shih-Yuan Huang
Tong Yao
Maria Monzon Ronda
Liang Zhang