

## Team agreement

### Team roles

Team leader: Tessa (Robin)

Contact person: Robin (Tessa)

Note takers: Sarah (Matias)

Power point designer: Matias

Time manager: Dylan

Group document manager: Adryan

### List of rules that are agreed upon by the group members

1. Group members are responsible themselves for informing the group where they are if they are absent or late.
2. Discord is main form of communication.
3. Online meetings will take place on Teams.
4. Standup at 10:00. (Sarah is allowed to be later on Monday because of travel reasons).
5. Monday through Thursday we work on the group project. Friday is portfolio day.
6. Always inform the team members where you are if you are late and keep them updated if something happens.
7. If you can be at school for a part of the day, be at school.
8. Try to plan appointments on work from home days if possible.
9. If you're late, have a valid reason.
10. For version control we use Github.
11. We make decisions democratically.
12. Always deliver the products on the agreed upon time by the group.
13. The group as a whole is responsible for following the rules and the consequences as described in this document. If a person does not get a repeat explanation of the rules and/or consequences when they break the rules, a group member cannot make a claim on a lowering of the consequences, as the group member has access to this document and can read all information themselves.

If there is conflict within the group, we will try to solve it in a professional manner. If that is not possible, we'll inform our semester coach and try to solve it that way.

### What are the consequences when you don't abide by the rules

#### Being late

1. Depending on how late the person got in, ask why they were late, if they have a valid reason, that's okay. If not, repeat the rules we have made around what time we need to be at school and being late. Warn the person about the consequences of making the error a second time (see below).
2. Second time the person is late, have a group meeting on why the person was late and warn them that they shouldn't be late again.
3. Inform the semester coach of the situation and ask for her help.

#### Being absent without notice

1. If the person is not there for a single day, then have a meeting the next day asking where they were and if they are okay

2. If the person is not there for two days, send them a message via Whatsapp asking if they are okay and asking when they will be back.
3. If the person doesn't respond to the message, inform the semester coach of the situation and see if she knows more and see how she can help.



#### Not delivering products on time

1. Verify why someone didn't deliver the product on time.
2. Working on the product in your own time on the day that the deadline was set. Also notify the team members when you're done with the product and put it in the Onedrive.

#### Roles

1. If a person is not available for their role, look at the situation and see which person fits the best for taking over the role for the time being.

#### Signatures of the group members

	<i>D. Pipping</i>	<div>Sarah Daniali</div>
	<i>Tessa</i>	