**TEAM CONTRACT**

**-DuckieTown Team 2-**

**1.Contact Details:**

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| Name | Student Number | Email |
| Razi Victor | 230169 | 230169@buas.nl |
| Carcea Madalina | 221989 | 221989@buas.nl |
| Tudor Pitulice | 234803 | 234803@buas.nl |
| Fox Emil | 231007 | 231007@buas.nl |
| Travin Maksim | 235568 | 235568@buas.nl |
| Vicheva Victoria | 233182 | 233182@buas.nl |

**2.Team Roles**

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| --- | --- |
| Name | Tasks |
| Razi Victor | Full Stack Team Member |
| Carcea Madalina | Team Coordinator / Programmer |
| Tudor Pitulice | Programmer |
| Fox Emil | Programmer |
| Travin Maksim | Programmer |
| Vicheva Victoria | Programmer |

**3.Work Agreements**

1. Everyone is expected to fulfil the tasks they agreed to.

2. The team is aiming for the Medium Target.

3. If the work set at the beginning of the project is done another Teams Meeting will be held to talk about the next steps.

**4.Communication Policies**

1.Casual communication will be done via Teams.

2. Document sharing will be done via GitHub.

3. All absences should be communicated both to the group and the supervisor via email and the chat in Teams.

4. Progress on work, any mistakes, being late with the deadline or any difficulties will be communicated in the team meeting.

5.**Expectations**

1.Everybody should be open to communicate their opinions, as well as listen to the other team members.

2.At the start/finish of each task, the member in question will communicate the details and if any help is needed.

3.In case of disagreements, there will be a feedback moment with the whole group, as a means of having a neutral party involved and to get the issue solved.

4.In case of not being able to finish a task in a timely manner/during the work day, the team will assign a new deadline.

5.Comments in the code are required.

**6.Policy**

1. Communication should be maintained through the whole day, except between the hours of 19:00 PM to 9:00 AM.

2. Every member should respond until the end of the day, except for the days close to the deadline, where communication should be maintained at all times.

3. If a member knows that they cannot be reached, this matter should be announced before-hand, and a response to the information shared should be provided until the next day.

4. Handing in work late is allowed only based on a clear explanation and reasoning, such as: medical emergencies, personal emergencies, or software malfunctions.

**7.Absences**

1.Absence due to health problems should be communicated.

2.Absences are allowed in case of weddings/funerals and medical appointments.

**8.Policies regarding group work, exclusions, and warnings**

1.If a group member has problems/struggles, and those influence meeting the deadlines, said member should communicate and then, a team meeting will be scheduled.

2. If a team member fails to meet the agreements, a warning will be issued in the first stage. Said warning will be sent via email, to the whole group and the supervisor.

3.The second time an issue is interrupting the pace of work, a meeting with the supervisor will be scheduled.

4.The third time a problem is repeated, that will lead to exclusion from the group.

**9.File name convention/Backup Policy**

1.All files will be stored in GitHub and each member will have a back-up file on their personal computer.

2.All the files should have clear names explaining the purpose of the file.

3.Normal Coding name convention. (Notebook 1: Variables)

**10.Signatures**