

Task Allocation

Agree on how tasks, e.g., writing code, testing, etc., will be assigned to group members during the project. Consider which project roles you will have during the project (chair of meetings, secretary, planner, wiki page maintainer, task coordinator, review meeting chair, etc.), who will take on these roles, and how this will affect task allocation. Also consider different types of tasks that have to be done, e.g., posting meeting minutes on GitHub, preparing meeting agendas, testing, etc.

Decision Making

You will need to make many decisions during the project about who will do what, how a group member compensates for absence, how to make design choices and revise design choices that did not work out, and other decisions on how to resolve problems. Think about the way you as group want to make these decisions. What is important to you? That the group reaches consensus? That everyone participates equally in a discussion? If so, how can you make sure that this happens? Or do you care more about reaching the best decision according to most even though not everyone agrees? Will there be a special role for the meeting chair in which decisions are made?

Presence and Availability

Every group member must be present during scheduled hours but also available outside these hours (contact hours make up only part of the hours you need to spend on the project!). In case someone is late, or for some special reason cannot be present or available, how will you deal with this as a group? How should other group members be notified about this? How will your Teaching Assistant be notified? How do you make sure this does not happen repeatedly? And how does someone compensate for this? Also agree on how you can make sure that everyone contributes equally to the code and the report and what you do if this is not the case. Which channels of communication will you use?

Meetings and Schedules

Every group must have at least one planned meeting with agenda with its Teaching Assistant every week. This meeting should not be scheduled during the first half hour of a project session since this is when TAs meet with teachers. Of course, a Teaching Assistant can provide help and feedback also at other moments; just ask for it. Agree on how you will conduct meetings, which issues should be discussed, and how issues for discussion can be put on the agenda. Keep in mind that at the start of every sprint you need to have a meeting to plan what you will do every week, and at the end of every sprint you need to have a meeting to review what has been achieved during the sprint and how you can improve. Minutes of each of these meetings must be made available on the GitHub wiki of the group.

Group cooperation contract

Task Allocation

Testing will be done on a per-requirement basis as specified in the project manual, ideally after the requirement has been completed. We aim for a mean of 3 tests per requirement, and in case we can not write tests after the requirement is marked completed, we write them before our sprint review.

Group Roles

Group roles are as specified below

Chair: Mikhail

Secretary: Anne

Planner: Henk

Wiki Page Maintainer: Orhun

Task Coordinator: Kevin

Review Meeting Chair: Thomas

Absence

In case of absence, we vow to let each other know within a reasonable timeframe and as early as possible, preferably by either Slack or WhatsApp. The group members will discuss who takes over the absent members' responsibilities after this. In case of repeated absence and lack of contribution, it will be discussed in the meeting and made known to the TA. Absence is punishable by death, at Orhun's discretion.

To compensate for absence, the project member in question will have to bring snacks at the next meeting for the rest of the members **and the TA**. A group member is marked as absent if he/she is not present during the entire meeting or late for more than 15 minutes without justification. Validity of the justification will be at the other group members' discretion. Naturally, all absences will be recorded in the report and wiki.

Decision Making

If two group members have a issue, then it will be discussed in the following meeting. In such a meeting where there is a discussion it makes sense that the person/people whom have been working on that part to get a heavier vote than the others.

Meetings and Schedules

In our eyes it would be best to have one TA meeting per week so we can discuss what went well and what could be improved on. It makes sense to have that meeting every friday so we can revise on the same day that we have a deliverable. This of course doesn't mean that we should only work on Friday we can and will have meetings on other days so we can work and resolve issues.