

Course name: BSc Computer Science Level 5 Agile Software Development

Tutor group number: 6

Team number: 5

## Team rules

Consider	Our group rules
Grade your group is aiming for	First 70+ We are in agreement that our project should be high quality but manageable and tailored to allow us to access the highest marks in an efficient and timely manner.
Time spent in group meetings	1 hour weekly – Saturdays 8.30AM GMT to accommodate timezone differences
Meeting behaviour	To always be open to new possibilities and respectful of each other's ideas and opinions. Based on past meetings, it is not anticipated that this will be a problem for our team.
Amount of work done individually	This will need to be reviewed as the project evolves and we become more familiar with project requirements, individual skillsets and individual commitments and availability – there should be an appropriate balance between any one team member taking on too much or doing too little compared to Teammates – there should be some flexibility to negotiate when individuals know that they will have less time in a given week/sprint. Team members may volunteer to take on more and/or negotiate taking on less depending upon their skillsets and availability. The contribution of individuals should be noted and commended where appropriate in Team documentation.
Timeline	Midterm Submission June 27 <sup>th</sup> Final Submission September 5 <sup>th</sup> Gantt Chart needed to provide project overview/timeline

Communication between meetings	<p>Via Slack in the first instance</p> <p>Tasks shared via Trello</p> <p>Documents shared via GitHub</p>
Consequence for being late for meetings	<p>No consequence provided there is subsequent communication – it is understood that technology/time differences/unforeseen circumstances might prevent a team member from joining a meeting, it is expected that all team members will give advanced notice if they know they cannot attend a scheduled meeting and will make arrangements for catch up meeting with team member in same/similar timezone.</p>
Consequence for not finishing an individual task on time/to a high enough standard	<p>If submitted work is not considered to be of acceptable standard, this should be managed in a supportive way. Any team member who has concerns about the standard of work being submitted by another team member should bring their concerns to the team leader (unless it is the team leader's work that is causing concern in which case the team member with concerns should contact another team member). Two team members should discuss and identify ways in which the team member at fault can be supported to improve their work.</p> <p>If deadline is missed completely or a team member fails to communicate with the group this should be discussed at the next team meeting. If the team member is not present and cannot be contacted/does not respond, the team leader (or nominated team representative if the Team Leader is at fault), will contact the named tutor for tutor group 6 (at the time of writing there is no tutor allocated for TG6 but tutors are actively responding to the all tutor group forum).</p>
Consequence for not finishing an individual task/not contributing fairly	<p>As above, this should be managed fairly, the team member should be given the opportunity to resolve the issue within an agreed timeframe. If this does not happen or there is no communication this should be reported to tutors and recorded in the group documentation.</p>