

**THIS GROUP AGREEMENT** (this *Agreement*) is made as of the 4<sup>th</sup> day of September 2019, by and between **Gais El-AAsi, Marcel Valentijn Daniel Notenboom** and **Leviticus Lyons** further referred as *Group Members* for the third semester project *Heterogenous System*.

**WHEREAS**, upon formation of the Group, the Group Members are aware of the fact that this agreement is a binding document and governs the Group until receiving the final grading for the underlined project. If the Group separates, or a member decided to leave from the Group, the basic Group agreements remain intact for the remaining party.

**WHEREAS**, having a Group Member being removed may cause work responsibilities to shift between the remaining Group Members.

**THEREFORE**, it is mutually agreed as follows:

## **SECTION 1.**

### **Absence**

- 1.1. In the situation of a Group Member failing to be physically or digitally present on a day in which work is due, the Group Member informs the Group in good time, depending on the situation. In addition, the Group Member is bind to have all work that the Group Member is responsible for turned in.
- 1.2. All Group Members must adhere to the provided work distribution having their share of work completed on time. If there will be an unexpected absence, the Group Member is to complete the work individually and inform the Group Members about the absence as well as turning in the completed work.
- 1.3. In the situation of impossibility to complete the share of work distributed to the Group Member due to absence, the Group Member must inform the Group as soon as possible depending on the situation so that counteractions can be made to ameliorate the situation and control the damage.
- 1.4. Failing to inform the Group about an absence as well as failing to turn in the work share due to absence will be punished.

## **SECTION 2.**

### **Work Policy**

- 2.1. Any Group Member that is able to prove the incapacity to complete by themselves their share of work, due to Group accepted reasons, may acquire assistance from other Group Member as long as it will not negatively affect the overall progress of the project.
- 2.2. Each Group Member will work to the best their ability, ensuring a high quality of the completed work as well as respecting the Group's proposed deadlines.
- 2.3. If a Group Member commits plagiarism, the Group Member is solely responsible and will incur the punishment on for their actions.
- 2.4. Any Group Member has the right of requesting assistance when proving, with reasoning accepted by the Group Members, that they do not have the capacity to complete the work until the imposed deadline or that the quality of the work will not be of the imposed quality.
- 2.5. Any Group Member is bound to do their best in assisting other Group Members unless it will affect their own work share. Rejecting to provide assistance or intention of deserting from assisting a Group Member will result in severe punishment, unless reasons accepted by the Group are provided.

- 2.6. Failing to inform in good time the Group about incapacity if completing the work within the deadlines or incapacity of completing the work to the imposed quality will be punished, unless reasons accepted by the Group are provided.
- 2.7. The main online communication platform for the Group Members is **#Slack** and all members must be reached on it within reasonable time, other online communication tools or methods are not accepted as being official and cannot be used as a proof of any kind.

### SECTION 3.

#### Management

- 3.1. The hierarchical structure of the Group will follow Valve's policy, name *Flatland*, in regards to this issue that is described in the *New Employee Handbook* by Valve. The Group will not have any type of formal management and nobody (Group Members) is bound to *report to* anyone. Any Group Member has the same equal right to the management of the Group without any regards to their personal achievements, contributions to the overall progress of the project, etc. An illustration can be observed in the bellow figure.

Figure 1 - Management



- 3.2. In the situation, of a Group Member emerging as the *lead* for certain parts or phases of the project, the Group Member's role will not be a traditional managerial one, but rather the Group Member will have the role of a clearinghouse of information, with responsibility of keeping the whole part of the project/phase in their sight so that other Group Members can use them as a resource to check decisions against.
- 3.3. In the situation of different roles emerging (not imposed) in the Group for different parts and/or phases of the project that will suit the team, it is important to underline that the Group Members themselves are solely responsible for crafting the description of the role that will fit best their vision for the role. The description of the role is not fixed and can morph without any reasoning. An illustration can be observed bellow.

Figure 2 - Group Roles



- 3.4. The mistakes of the Group Members are not punishable with exception for certain situations that will be discussed further. It is important to underline that everyone has the opportunity to make decisions and sometimes this will result in mistakes. The mistakes will be treated by the Group Members as an opportunity to learn.
- 3.5. The only punishable mistakes are in the cases of a Group Member repeating the same mistake (not necessarily previously made by him/her) over and over again. Ignoring the evidences (especially peer's and supervisors' feedback or advices), particularly when it underlines that the Group Member is about to commit a mistake will be reviewed and potentially punished.
- 3.6. Anyone has the right to review/give feedback to any other member on any matter with or without approval or/and request in any non-extreme violent forms (Passive Aggressive is tolerated).

## SECTION 4

### Conflict resolution and member dismissal

- 4.1. A Group Member cannot and will not be dismissed from the Group unless it is Group Member's decision to leave or if the Group Member is forced to do so by other reasons.
- 4.2. In cases of conflicts if the involved parties cannot agree on a resolution even with the entire Group participating to the debate, a third party (supervisors) will be used to guide for a best possible resolution.

By **SIGNING** this **AGREEMENT**, the following Group Members abide to the articles listed here. If any member fails to abide by the articles of this contract counteraction will be made.

Gais El-A'Asi

Levi Lyons

MVD Notenboom