

# Collaboration Agreement

**Members:** Benjamin Letnes Bjerken, Daniel Hao Huynh, Julie Marie Landgraff, Andreas Pedersen, Markus André Tveter

## Goals

### Effect goals:

Our first effect goal is mostly directed towards the beginning of the project. We want to become acquainted, build trust in each other and increase motivation in general. This is to set a course for the further progress of the project. To do this it is very important that we show up on time to meetings. We also must be open for criticism throughout the project and have a positive work attitude. To some degree we also wish that the team members can have input, and choose, what they work on during this period. This will help motivate the team members.

Our second, and last, effect goal is to improve the workflow throughout the entirety of the project. To do this we will have regularly scheduled meetings, where everyone will attend. We also want to have good communication and plan ahead of time, so that we are always well prepared before a deadline. Another important aspect is to have well sorted resources and references, this is also tied to the communication in the group.

### Result goals:

Our first result goal is to hand in all deliveries on schedule. This will be done by setting our own deadlines and following through with a specific plan in order to keep things well sorted and well planned. This in turn will give us more time to improve on the final product and revise unnecessary or redundant variables from the product. Removing such parts and moving along schedule will result in effective workflow.

Our second goal is to end up with a quality product. Our software should be easy to use while also achieving all our goals for the project. All our work should be improved by quality checking our work and making sure that the final versions are polished. This can be achieved by effectively using each team members strengths and helping each other if anyone is struggling with something. The product should exhibit our interdisciplinary knowledge as well as theory

from software engineering lessons. In addition, to ensure that the product, and our work, is as good as possible, the team will periodically affirm our product with the teaching assistants.

Our last result goal is to learn from our experiences during the project, but also learn something from the project as a whole. We will most likely learn a lot about software engineering and different models and methods, but we'll also learn a lot about working in a group. This will help us a lot in any future projects we work with, big or small. We also want to be adapting to the process as we go, and work with alacrity. This will overall improve the experience with the group, and it will be easier to assess and move on from any mistake.

## **Role responsibilities**

### ***Leader – “Project dictator”***

*The leader's responsibility is to have an overview over the team's general progress and any future deadlines, delegate tasks, solve conflicts within the group and make sure the team members follow the Collaboration agreement, this also includes monitoring tasks.*

### ***Coordinator of meetings – “Super organiser” (summons, preparations, minutes, management)***

*Takes care of organising meetings based on availability, deadlines, effectivity, takes care of preparations, and notifies the team.*

### ***Archive/ Document responsible – “The dinosaur” (Insert dinosaur with eyewear here)***

*Is responsible for keeping overview and backup of all our documents and materials, as well as effectively communicating with the leader if anything happens. They are responsible for the Team members access for any archived- and the latest version of such files and are also responsible for Gitlab.*

**Referent – “150wpm+”**

*To summarize action items and next steps before the meeting (usually involved in the summons), deadlines and milestones. Take notes of decisions and choices made during a meeting. After every meeting, a summary should be sent out to each team member, so they are aware of any progress made.*

**Proofreader – “Mr. Done”**

*Responsible for reviewing, quality checking all the work and ensures that the document is coherent. Make sure that documents look and read their best before they are delivered. Along with being able to recognize mistakes/errors in materials, the proofreader must be able to correctly mark such errors for correction.*

<b>Role</b>	<b>Member</b>
<b>Leader</b>	- <b>Andreas Pedersen</b>
<b>Coordinator of meetings</b>	- <b>Daniel Hao Huynh</b>
<b>Archive/ Document responsible</b>	- <b>Markus André Tveter</b>
<b>Referent</b>	- <b>Benjamin Letnes Bjerken</b>
<b>Proofreader</b>	- <b>Julie Marie Landgraff</b>

**Procedures for the teamwork****Meeting**

*Meetings are the responsibility of the Coordinator of meetings, as they will communicate with the Leader in order to ensure good workflow. The Coordinator of Meetings is responsible to lead the meetings and make sure the meeting stays on topic and to the through the planned topics for the meeting in time.*

**Decisions**

*Everyone has one vote at meetings. The vote goes to the majority vote.*

**Absence**

*Notification in case of absence or other incidents*

*If you are late for a meeting or cannot attend. You will be given a slap on the wrist with a rubber band, I.e., there is no real consequence other than a possible reschedule of meeting. In the event that there is no other time in which a member can attend the meeting, preparations for accommodating that member's absence will be made as long as it is communicated to the coordinator of meetings.*

**Documents**

*Documents will be archived and shared with everyone in the group via Teams/SharePoint. Version control will be done via the GIT protocol and published to our repo hosted through NTNU's gitlab.*

**Policy for monitoring tasks**

The team should review progress during our weekly meetings. The project leader also has additional responsibility when it comes to monitoring progress and to make sure the tasks are being done.

**Submission of teamwork**

The team is responsible for finishing any work collectively. The proofreader is responsible for quality checking and reviewing after the group has finished their work. It is everyone's responsibility on the team to stay up to date about any upcoming deadlines, however, the team leader has the final responsibility to ensure that deliveries are handed in before any deadline.

**Conflict management**

If there is any conflict within the team it should be discussed as a group and attempt to be solved. If the team cannot find a solution to the conflict it must be forwarded to the TA or the teacher responsible for the course.

**Interaction****Attendance and preparation**

*The coordinator of the meetings should listen to all the needs of everyone in the group and try to make it work so that everyone can be present at every meeting. It is also very important for the other team members to be honest and quickly to say whether a set time works for them or not.*

*Everyone in the group should feel a responsibility to come prepared. If you cannot join for some reason, it is very important that everyone receives a summary of everything discussed.*

### **Presence and commitment**

*We want to uphold a culture of professionalism and total engagement in the project while we are working. That way all aspects of the project will be efficient, and the workflow will be easier to follow. A clear presence and interaction with the other team members are vital in every team meeting. This will also help with the overall environment in the group, where we will all be forced to participate, and that way also take part in the entirety of the project.*

### **How to support each other**

*It is important to emphasise good and open communication. This will create healthy discussions and a space where it is comfortable to both receive and give constructive criticism. To keep an open conversation where we are all willing to participate. A unity outside of the project is important as well. A good environment and to leave room for other types of conversation and topics in parallel with working on the project.*

### **Disagreement, breach of contract**

*If there is any trouble or disagreement with a group member, the leader would discuss this with the person concerned. In case the leader is the person who has breached the contract, the rest of the team would discuss this with the leader. Discussing any conflicts and being solution-oriented would go a long way for solving many conflicts, however, if it is something more serious or, for instance, someone repeatedly not showing up, the rest of the team would then discuss this with Ali.*

### **Signatures**



Daniel Hao Huynh



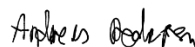
Markus André Tveter



Julie Marie Landgraff



Benjamin Letnes Bjerken



Andreas Pedersen