

THIS GROUP AGREEMENT (this *Agreement*) is made as of the 8th day of February 2021, by and between

- 279910 - Gais El-AAsi
- 279963 - Marcel Valentijn Daniel Notenboom

further referred to as *Group Members* for the bachelor project that will take place during the 6th and 7th semesters.

WHEREAS, upon the 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 Group's agreements remain intact for the remaining party.

WHEREAS, having a Group Member voluntary leave or 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/and 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 the 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 so that counteractions can be made to ameliorate the situation and control the damage.
- 1.4. Failing to inform the Group about absence as well as failing to turn in the work share due to absence will be reprimanded.

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(s) as long as it will not negatively affect the overall progress of the project.
- 2.2. Each Group Member will work to the best of 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 for his/her actions and will incur the reprimand by himself/herself.

- 2.4. Any Group Member is required to request assistance when proving, with reasons 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 Member(s) 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 reprimand 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 reprimed unless reasons accepted by the Group are provided.
- 2.7. The main online communication platform for the Group Members is **Discord** 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 proof of any kind.
- 2.8. Each Group Member is responsible to stay informed about the state of the project during the entire period, via the project management software (TBD).

SECTION 3

Macro management

- 3.1. The hierarchical structure of the Group will follow Valve's policy, name *Flatland*, in regard 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 Member(s)) is bound to *report to* anyone. Any Group Member has the same equal right and responsibility to the management of the Group without any regard to their personal achievements, contributions to the overall progress of the project, physical strength, 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 of 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 below.

Figure 2 - Group Roles



- 3.4. The mistakes¹ of the Group Member(s) are not subject to reprimand with the exception of certain situations that will be addressed further. It is important to underline that everyone has the opportunity to make decisions which will inevitably result in mistakes being made. The mistakes will be treated by the Group Member(s) as an opportunity to learn.
- 3.5. Bad decisions are represented by the cases of a Group Member repeating the same mistake (not necessarily previously made by the Group Member in question) over and over again. Ignoring the shreds of evidence (especially peer's and supervisors' feedback or advice), particularly when it underlines that the Group Member is about to commit a bad decision will be reviewed and potentially reprimanded.
- 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, memes and gifs are accepted).
- 3.7. The decisions that have a consequence on the overall development of the project will be made using a democratic voting system where the majority will decide.

¹ Not to be confused with a bad decision. The mistake was something one did without intention; the bad decision was made intentionally—often without regard for the consequence

SECTION 4

Micro management

- 4.1 Each Group Member is responsible with micro managing themselves, in a way or style that fits them best, given that the deadlines and quality of the submitted works is not compromised.
- 4.2 Any Group Member is obliged to keep their calendar updated and available for other Group Members to ensure a transparency.
- 4.3 Any personal or/and non-project activities that are in the calendar must be logged in the calendar and presented to other Group Members in a written form.
- 4.4 Failing to log in the calendar or/and inform other Group Members in good time will result in the activity being disregarded. Good time being defined as:
$$2 \times \text{length of the activity (min 1 day)}$$

SECTION 5

Conflict resolution and member dismissal

- 5.1 A Group Member cannot and will not be dismissed from the Group unless it is Group Member's own decision to leave or if the Group Member is forced to do so by other reasons.
- 5.2 In cases of conflicts, a resolution will be agreed upon after a series of debates and voting on the subject.
- 5.3 In cases where the conflict resolution does not satisfy a party, **after** informing the other members of the Group, a member can prepare a description of the conflict and submit to other members of the group, on the next day being allowed to submit it to a third-party (supervisors) for review.
- 5.4 Any discussions with a third-party (especially supervisors) that involve the Group's situation, will be disregarded as official if it will not follow the steps described in Article 4.3. as well as will be subject to reprimand.
- 5.5 If a member decides to request an individual assessment for the project, it shall first inform the Group Members about the decision, in written form, describing the reasons in detail including pieces of evidence, etc.

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

MVD Notenboom

Marcel V. D. Notenboom

Gais El-A'Asi

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