RHODES UNIVERSITY



**INFORMATION SYSTEMS HONOURS**

**TEAM 1**

Team Contract

**14 February 2013**

**Team Members:**

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| --- | --- |
| Team Member Name | Date |
| Giovanna Contu | 14 February 2013 |
| Abram Rankapole | 14 February 2013 |
| Ntsane Kolisang | 14 February 2013 |
| Tsungai Makoni | 14 February 2013 |
| Dusan Gnjatic | 14 February 2013 |
| Ronald Chinku | 14 February 2013 |

# 1. Code of Conduct

As a project team, we will:

1.1. Provide the opportunity for all members to participate equally.

1.2. Attend all meetings as this is vital.

1.3. Complete all work to the best of our abilities and in the designated and agreed upon time frame.

1.4. Try our best to be fully committed out of class.

1.5. Undertake the project all the way through to completion, reflecting continuously as sprints are reached.

1.6. Only agree to partake in work that we are capable of completing.

1.7. Keep other team members informed at all times, communication is key!

1.8. Work proactively keeping the anticipated problems in mind and working on solutions of preventing them from occurring.

1.9. Work to the best of our ability.

1.10. Help and encourage each other.

# 2. Meeting Guidelines

2.1 Meetings will be held daily in the form of 15 minute SCRUM discussions.

2.2 Meetings will be held after each sprint to demonstrate what has been accomplished during the sprint and to discuss how to proceed.

2.3 Meetings will be facilitated by the Scrum Master and all members will be expected to participate.

2.4 At the end of every sprint meeting, a list of goals/deadlines will be posted online and shared with all the team members.

2.5 At the beginning of every sprint meeting the list of goals/deadlines will be evaluated from the previous meeting.

2.6 During SCRUM meetings team members will be required to address the three questions :

- What did you do yesterday?

- What will you do today?

- Is there anything in your way?

2.7 All group members are expected to attend all group meetings unless a valid excuse and apology has been communicated to the team in advance.

2.8 Group members are expected to be on time for meetings and arrive prepared.

2.9 Members are expected to respect each other and not speak simultaneously

# 3. Meeting Ground Rules

## 3.1 Participation

We will:

3.1.1 Keep issues that arise in meetings in confidence with the team unless otherwise indicated.

3.1.2 Be honest and open during meetings.

3.1.3 Encourage a diversity of opinions on all topics.

3.1.4 Give everyone the opportunity for equal participation.

3.1.5 Be open to new approaches and listen to new ideas.

3.1.6 Avoid placing blame when things go wrong. Instead, we will discuss the problem and explore how it can be improved and discuss possible solutions.

3.1.7 Encourage having one discussion at a time.

3.1.8 Avoid disruptive behaviour such as “whatsapping”and “facebooking”.

3.1.9 Not take things personally and speak out when they feeling offended with anything that is/was being discussed.

## 3.2 Communication

We will:

3.2.1 Seek first to understand what someone is saying, and then be understood.

3.2.2 Use visual means such as drawings, charts and layouts to facilitate discussions.

3.2.3 Give each other a chance to participate in discussions at all meetings.

3.2.4 Use emails and cell phones as our means of communication amongst ourselves as well as uploading documents on Google Docs for all team members to edit and view.

3.2.5 Regularly check our emails and promptly respond to emails with regards to questions and any problems encountered by fellow team members

3.2.6 Be clear and to the point.

3.2.7 Keep discussions on track.

3.2.8 Ensure that all team communications are kept confidential.

3.2.9 Provide constructive criticism and not hesitate to speak up if we feel something is incorrect.

3.2.10 Let the other team members know if a certain deadline will not be met.

3.2.11 Communicate in a civilised and professional manner.

## 3.3 Problem Solving

We will:

3.3.1 Encourage everyone to participate.

3.3.2 Encourage all ideas (only constructive criticism), since great ideas often come from outside the norms.

3.3.3 Build on each others’ ideas.

3.3.4 Use team tools when appropriate to facilitate problem solving.

3.3.5 Regard problem solving as a creative process.

3.3.6 Not be resistant to change and allow new ideas and ways of doing things.

## 3.4 Decision Making

We will:

3.4.1 Make decisions based on facts and information.

3.4.2 Seek to find the needed facts or information.

3.4.3 Discuss criteria (cost, time, impact, etc.) for making a decision before choosing an option.

3.4.4 Encourage and explore different interpretations of data.

3.4.5 Get input from the entire team before a decision is made.

3.4.6 Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.

3.4.7 Ask all team members if they can support a decision before the decision is made.

3.4.8 Attempt to reach a consensus on any and all decisions that affect the team and/or the project in question.

- If a consensus cannot be reached, the decision is put to a vote.

- If there is no clear majority, then a five minute recess is held. Upon resuming a meeting the decision is put to a second vote.

- If there is no clear majority arising from the second vote, the decision is made by the ScrumMaster.

3.4.9 Allow for adequate time for decision making to avoid making poor and hurried decisions.

## 3.5 Handling Conflict

We will:

3.5.1 Regard conflict as normal and an opportunity for growth.

3.5.2 Seek to understand the interest and desires of each party before arriving at a judgement.

3.5.3 Choose the appropriate time and place to discuss and explore the conflict.

3.5.4 Listen openly to other points of view in a calm and collected manner.

3.5.5 Acknowledge valid points that the other person has made.

3.5.6 State our points of view and our interests in a non-judgemental and non-attacking manner.

3.5.7 Seek to find some common ground for agreement.

3.5.8 Members will not take sides and be fair in conflict resolution.

## 3.6 Team Accountability

3.6.1 All team members should be available to help other team members in times of crisis, especially considering some might have work for electives that others might not have.

3.6.2 The work that a team member takes on should be completed timeously by that team member and be to the best of their ability.

3.6.3 If a team member realises they are unable to complete a task timeously, they should call for a group meeting to discuss their situation and ensure that deadlines will still be able to be reached.

3.6.4 No team member will take advantage of other team members!

3.6.5 Team members are responsible for the work they take on and should not, in any way, let the team down.

**Signatories**

I agree that I will comply with the above provisions on team behavior and procedures that were discussed by my fellow team members and me:

*Name:* Tsungai Makoni

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name:* Ntsane Kolisang

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name:* Giovanna Contu

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name:* Abram Rankapole

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name:* Dusan Gnjatic

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name:* Ronald Chinku

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*