

## Group Contract

Group Name (optional):

Date: **17/09/2021**

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These are the terms of group conduct and cooperation that we agree on as a team.

### **Participation:** We agree to....

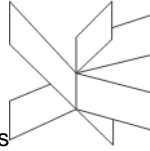
- Strive to participate in meetings or classes **on time**.
- Show up for all group meetings and participate in group discussions and tasks.
- Do our individual tasks in our group to the best of our abilities.
- Members will be responsible for their own active participation and contribution to the project.
- To avoid many excuses. Under all circumstances, we will get what work we allocated or assigned to do, done and turned in on time.

### **Communication:** We agree to...

- The team will communicate through Discord.
- Be clear about plans and if someone thinks something can be done better/different it should be mentioned.
- To be open for ideas and remember to listen to all group members.
- To be open if we have difficulties with a task and ask for help if troubles or questions arise.
- All communication will be conducted in a calm, honest and respectful manner.

### **Meetings:** We agree to....

- We agree to not skip any meeting, only in special circumstances (like doctor appointment etc.)
- Participate actively, in all forms of discussion (group chat, at school, etc.)
- If a team member is not present, then the rest of the team will be responsible for streaming the meeting online
- If not being able to attend physically or online the team member needs to notify the team as soon as possible.
- Be prepared for meetings and log them.
- **Morning meeting on Wednesdays at 9:00**



**Conduct:** We agree to....

Tone of voice - you do not communicate with an angry voice - if you are angry go out and breathe.

Respect our project planning schedule.

, and not just to minimum requirements.

**Conflict:** We agree to....

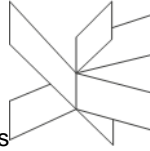
- Be open about discussing conflict and problems.
- Resolve our matter in a calm environment.
- Not to let conflict or frustration interfere with the progression of the project.
- Discuss conflict openly and calmly.
- Talk to the supervisors if we are unable to resolve the conflict or big disagreement.

**Consequences:** We agree to....

- After systematic violation of any of the rules stated above, the violator should receive one of the following penalties:
  - a) Levels of penalties:
    - i) Warning (written/oral) (3 violations)
    - ii) Responsibility restriction - during distribution of workload the person with this type of penalty loses the opportunity to choose tasks, with possibility of not getting tasks at all (depending on what the group/team decides) (1 violation)
    - iii) Termination - the person loses the privilege to participate in the project with this group. (1 violation)

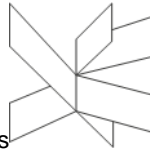
**Deadlines:** We agree to....



- Work on group assignments collaboratively.
- Go over everything in good time before the deadline.
- We agree to leave the last day of hand in to check everything out.
- Have written group deadlines with specific time and date (follow the time schedule/chart).
- **Respect deadlines and be open about not being able to complete in time - Ask for help.**

**Other Issues:**

- Use common git guidelines to unify our development process and lessen conflicts
- Be specific about assigned tasks and document them.

Group member's name	Student number	Signature
Michel Sofus Engelhardt Sommer	273966	
Priyanka Shrestha	299543	
Maria Ventsislavova Asenova	239533	
Daniel Railean	294241	Dean
Ilia Nikov	297112	
Tamas Peter	299124	Péter
Florina Toldea	299116	Florina Toldea
Constantina Tripon	253085	Constantina Tripon



Kristoffer Henneberg Duus	230276	
Viggo Petersen	314203	
Mark Vincze	224478	