

## Team Contract

*Teams are responsible to fill out any and all areas of the contract in blue below.*

**Team Name:** Group 19

**Team Member Names:**

Patrik Emanuelsson

Carl Manngård

Edward Karlsson

Johan Davidsson

Teodor Linder

Linus van Ginhoven

Adam Ingemarsson

### 1. Document Purpose

The purpose of this team contract is to outline the standard operating practices and team norms of the above named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are agreed to by all team members as indicated by their signature at the end of the contract. Any amendments to the contract must be discussed and agreed to by all signing members. Failure to abide by the outlined standard operating practices of this contract could harm the team's overall functioning and result in penalizing action as detailed in the contract.

### 2. Rules and Regulations

The team agrees to the following guidelines regarding general procedures, practices, and behaviours that are deemed acceptable.

#### A. Expectations

##### i. Project Expectations

- ☐ To learn and practice working in an agile environment
- ☐ Detail the goals, level of quality, and acceptable outcome(s) for the project.
- ☐ Outline the expected procedure of overall project deadlines set as a team and self-imposed deadlines or milestones set by individual members.
- ☐ Describe how the team will distribute contribution to the project equally among members and how to address inequality of member contribution throughout the project.

#### B. Communication

##### i. Communication Medium

- ☐ Microsoft teams for files, backlog and meetings. GitHub for code version control.

##### ii. Communication Timelines

- ☐ Primarily weekdays between 8-20
- ☐ Other times communication can occur but is not preferred
- ☐ Answer within 24 hours on general messages
- ☐ 4 hours on facebook messenger during weekdays

## C. Team Meetings

### i. *Scheduling*

- ☐ During weekdays
  - If needed and preferred from the team members meetings can occur on weekends. For example if a sprint has to be longer it can end with a sprint reflection on saturday or sunday.
- ☐ Done with consent from everyone
- ☐ Rescheduling done 24 h before original start time

### ii. *Attendance & Notice*

- ☐ Late attendance must be notified to rest of group
- ☐ If a team member cannot attend a meeting the group should be notified within 24h unless last minute change of schedule
- ☐ Preferably all must attend a meeting, if a member cannot attend the whole meeting, they must inform the group at the start

## D. Team Conflict & Decision Making

### i. *Conflict Code of Conduct*

- ☐ Discussion and reasoning about the subject, if no agreement can be reached a voting should be made. Outline the expected code of conduct when team members experience disagreements about the project, processes, or interpersonal differences.

### ii. *Decision-Making*

- ☐ All important decision are to be made as a group with majority of at least 5
- ☐ If decisions are made in sub-groups the rest of the group should be informed and encouraged to criticize if needed.
- ☐ Include an external person i.e., Group Mentor

## E. Stress Management

### i. *Monitoring & Assistance*

- ☐ Members share what they are working on and if they feel like they are overwhelmed by their workload. Other members respond and help whenever they can.
- ☐ Members that have a small workload should try to assist other team members

## F. Contract Code of Conduct

### i. *Contract Breaches*

- ☐ If an individual is in breach of the team contract, the team will notify the person about what he/she is doing wrong.
- ☐ If this doesn't help a meeting will be arranged to sort out the problem and find a final judgement

### ii. *Penalties*

- ☐ If all team members agree that the contract breach is okay no penalty is needed
- ☐ Buy “fika”\* to the scrum team if more than 15 minutes late to a meeting
- ☐ If multiple breaches of the contract are made by one person an intervention will be held about this specific behaviour

### 3. Declaration

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

Team Member Signature



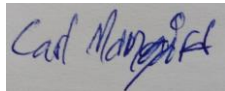
Date:

Team Member Signature



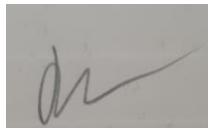
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Team Member Signature



Date: 2020-03-27

Team Member Signature



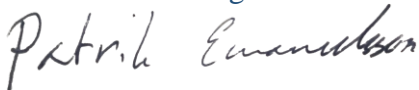
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