

Group Rules

1. All time spent on the project will be tracked through toggl, with each entry given a proper headline indicating what sort of work that were done. When working on assigned issues/tasks the issue/task number is used to document in toggle, and also logged in Jira. The logged work in Jira is an approximation, for example a bunch of small but frequently interrupted sessions can be summed into a total.
2. A log will be written each work day, summing up progress and achievements for that day.
3. The expected amount of working hours per week is a minimum of 30 hours. Monday through Friday. If a group member has not contributed the required hours, he will work more to make up for it the week after.
4. Academic disagreements are handled internally within the group at first, possibly including a supervisor or third party if no agreement can be reached.
5. Each day is started with a meeting, reporting on what tasks that will be completed that day, progress from the day before, what issues we are currently having.
6. Meetings with the projects supervisor are scheduled to happen weekly or biweekly. All members of the group shall be present at said meetings.
7. Version control is done through git. Members are expected to commit and push often, documenting and securing their work. Commits shall happen at minimum once per working day.
8. Coding conventions shall be followed to the best of ones ability.
9. Project lead will be the public representative of the group, and can therefore sign documents etc. on behalf of the group.
10. Costs directly tied to the project will be split evenly among the group members.

Consequences

All violations of these rules will be logged. After three violations a written warning is given to the offending member, after the second warning a supervisor will be involved. A written warning will be signed by both the accusing and accused party, if any of the parties refuse to sign, a supervisor is contacted immediately. Deviation from these rules are allowed and wont have any consequences if it is cleared with the rest of the group first.

Contact Information

Name	Phone	Email
Per-Morten Straume	97186892	p.m.straume@outlook.com
Trond Lohne	95919415	trondlohne95@hotmail.no

Signatures

<u>Trond Lohne</u>	<u>27.01.2017</u>
Trond Lohne	Date
<u>Per-Morten Straume</u>	<u>27.01.2017</u>
Per-Morten Straume	Date