# iGiant Business Systems

# Team Agreement

1. Commitments:

As a team we will commit to the following:

* Weekly meetups to work on the project
* Operate together and ask for help
* Keep each other updated on any changes in the project
* Focus on completing sprints in time

1. Participation (in Meetings):

We will participate in the following manner:

* Be honest during meetings
* Give everyone the opportunity to speak in the meetings
* Be open minded to new approaches, ideas and modifications
* Discuss improvements that may be needed if an issue was found

1. Communication (in Meetings):

We will communicate with each other:

* About any changes made to the project
* To keep each other updated
* To ask for help

1. Team Meetings:

To solve problems, we will:

* Encourage each other to participate
* Build on each other’s ideas
* Use tools and data taught in the module

During decision making, we will:

* Gather enough information or data to carry out the final decision
* Discuss time needed to put into certain areas of the project
* Discuss any concerns or further details with all team members
* Explore all aspects of the final decision

To handle conflict, we will:

* Choose to bring it up in the meetings
* Not to get emotional about it
* Listen to everyone’s point of view and acknowledge their opinions
* Be non-judgemental and find a common ground to agree

1. Guidelines:
   * Meetings will be held every Wednesday morning
   * They will be held in a GMIT Library study room and booked in advance
   * Notes will be taken at each meeting and be notes from previous meetings will be brought up
2. Procedures:
   * Meetings will begin at 10am each week
   * All members must come prepared to meetings
   * If a member is unable to attend the meeting, they must inform the team, and will be updated on what needs to be carried out
   * Unresolved issues will be made note of

Signatures:

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