

Team Agreement

Team Members:

- 1) Stefan Kaya
- 2) Mathijs Van der Kuijp
- 3) Cristin Rusnac
- 4) Edgaras Spiridonovas
- 5) Amin Masoumzadegan Jahromi
- 6) Elahe Seyedkabirian

Tasks Lists:

Everyone will be responsible for her/his work. However, group members will help each other and work together to reach the goal of the project.

The tasks breakdown will be elaborated on in the project plan, as it stands unclear at the moment.

Group Constitution:

From this day on, until the final product is delivered, this agreement governs the group.

If the group separates, or a group member gets dismissed, the agreement still stands for the remaining parties.

However, if a group member gets dismissed, their responsibilities shift into other members.

Article 1: Absence Policy

In case of an absence, the absentee should provide a valid excuse.

Should that be a recurring event, or if the absentee doesn't provide an excuse. The group can vote on their dismissal.

This policy also applies if a member fails to deliver their work.

Article 2: Meeting Policy

Meetings are typically planned any time between 8:00 and 16:00 every Friday/Thursday until the deadline.

In case of emergencies, the team may plan extra meetings outside of this schedule.

Attendance is mandatory for all members; absent members should provide a valid excuse.

Article 3: Work Policy

Each member will do their assigned work to the best of his/her ability. Making sure to complete the work, and that the quality of it is up to standards.

Group members plagiarism/fraud are the solely responsible and have to face their punishment on their own.

Article 4: Team Leadership

Every team should have a team leader, our team leader is Edgaras Spiridonovas

The leader is responsible for:

- Divide work within the team.
- Managing and merging the documentary work of the group.
- Direct communication with the client of the project.
- Direct communication with the mentor.
- Resolving conflict within team members.
- Maintaining the team calendar (Tracking progress of the project).
- Keeping the group on track.
- Dealing with absent members / members with missing work.

Agreement:

We hereby acknowledge the terms of the team policy, and we agree to them.

Signed,

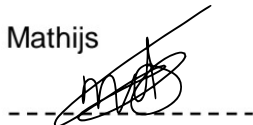
Cristin



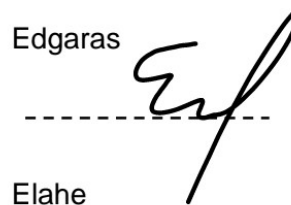
Amin



Mathijs



Edgaras



Elahe



Stefan



Date: Friday, 20 May 2020.