

# PhishGuard Group Standards

**Authors:** Roko Mladinić, Daniella Namuli, Simeon Markov, Zed Minabowan

## Decision making

- How will we make decisions?
  - We will discuss each of our ideas as a group, think about the pros & cons of them and then choose whatever idea fits the needs for our project the best.
- What will be the votes needed to pass a decision?
  - A decision will pass if most of our group agrees with whoever came up with the idea. We can still discuss the ideas, but in the end we'll need the majority to agree.
- How will we deal with conflicts?
  - We don't think that there will be any conflicts, but if there are, we will talk about it as a group. We'll figure out what the issue is and resolve it by talking about it and solving it together.

## Expectations

Our approach towards this project was distributing equally the tasks in first major parts and then breaking them down into more specific tasks. That is something we had as a team for expectations. It is expected from everyone to do their part.

Meeting planning:

Before the official time gathering a day before or even earlier, we discuss what we will converse about and count how many members are going to attend the meeting.

Requirements for participation:

The requirements are that at least one task is assigned to one person at a time, ensuring that he/she could do it.

Phone policy:

We have a communication channel for the project, where we notify the rest of the group that we would be absent and if someone needs help, he/she could communicate that.

## Participation

- How will we ensure everyone's participation?  
Before starting an assignment, the tasks will be divided equally to each member of the group, which suits their strongest attributes.
- Will we have an attendance policy?  
No, we decided to notify the group of our absence and in case there is a task that needs to be completed, the missing member will finish it remotely.
- How do we deal with missing members?  
The group has a WhatsApp group that contains information related to the project, so if there is a missing member, we will contribute to their work until they are available again.

### **Listening**

During our group meetings, we applied a few rules to have successful meetings.

- How will we encourage listening?  
We encouraged listening by making sure that all group members actively participate in these meetings and for example, making sure that none of the group members are on their phone or doing something else while the meetings take place.
- How will we discourage interruption?  
We decided altogether who speaks at a specific time and we all agreed to not speak when one of the other members is speaking.

### **Confidentiality**

- Will the meeting be open

No, it will be closed, only group members allowed.

- Will what we say be held in confidence?

It depends on whatever is decided during the meeting.

- What can be said after the meeting?

Any ideas on improvements or new features.