

Based on 'Bilaga 1 Gruppkontrakt för kandidatarbete'

(<https://student.portal.chalmers.se/sv/chalmersstudier/kandidat-och-examensarbete/kandidatarbete/Documents/Riktlinjer%20f%C3%b6r%20kandidatarbete%20p%C3%A5%20Chalmers%20civilingenj%C3%B6rsprogram%20fr%C3%A5n%20v%C3%A5rterminen%202018.pdf>)

This document is an edited version of the suggestion that exists as part of the guidelines for the bachelor thesis projects.

- You may if you like add more headers and sections. Stated in this document are the basics that your team should discuss and agree upon.
- Work to find a way to collaborate that works for all. We all come with different preconceptions, expectations and ambitions.
- Base your discussions on your individual values, as per discussed in the lecture. Work to include all individual perspectives in the team and agree upon a modes of collaboration that work for everyone.

Contact details

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Rules of collaboration (use as much space as you need)

How do you handle...	How do you choose to do this?	Consequences when not followed?
Meetings, such as: <ul style="list-style-type: none"> • booking • formalities (how, when, meeting structure, ...) • presence • late arrival • ... 	<p>Booking Elias is in charge of booking rooms for every meeting.</p> <p>M1212A is the designated meeting room every monday (8-10).</p> <p>Apart from this, a new meeting is to be discussed in the ending of each and every monday meeting.</p> <p>Formalities The group has a collective responsibility of driving meetings forward. A structure of Chair and Secretary has been set in the following order; Isak Treptow, Olle Ackebjer, Samuel Börlin, Elias Höök, Max Fägersten. This rotates every meeting.</p> <p>If you can't attend a meeting in person you should attend digital. If you can be in person you should. If you know you can't attend a meeting in person or digitally you should inform the group in</p>	<p>If this is not followed, a meeting/confrontation of the person directly.</p> <p>Then if that is not followed, taking it up with the TA.</p> <p>If that doesn't help either, take it up with the examiner.</p>

	<p>messenger well before the meeting.</p> <p>Standard Agenda</p> <p>Monday meetings</p> <p>Set up goals for the week</p> <p>Set up deadlines for the week</p> <p>Look through the week's sessions and activities in the course.</p> <p>Round the table</p> <p>User feedback</p> <p>Ta meetings</p> <p>Technical questions (best practises)</p> <p>Weekly reflect as a team</p> <p>Friday meetings</p> <p>Reflect on the week</p> <p>Presence</p> <p>When you are at a meeting, you should actively participate.</p> <p>Late arrival</p> <p>Showing up to a meeting late (+5 min) without a proper/valid explanation. Not valid: I'm late because I overslept, my train was late by a few min. Valid: My aunt died, my train crashed. If late and you know it: always communicate to the rest of the group so that they can start without you.</p>	
Division of labor, such as:	<p>Responsibilities</p> <ul style="list-style-type: none"> - Do what you are assigned to do/what you promised the group to do - Ask for help if you are stuck - Attend meetings and share your struggles - We are not individuals with problems, we are a group with collective problems to solve in this course - Well documented code, proper semantics, be predictable, stick to naming conventions etc. (https://www.oracle.com/java/technologies/javase/codeconventions-namingconventions.html) - In general we follow Oracle's Code conventions for the code (https://www.oracle.com/java/technologies/javase/codeconventions.html) 	Same as before

	<p>ions-introduction.html)</p> <ul style="list-style-type: none"> - Java 25 <p>Assigning tasks</p> <p>Develop tasks in meetings and assign them at every meeting in unison for each week.</p> <p>Encourage micro-adjustments (if something is wrong and you can fix it). If so, communicate what you are doing. (make pull-requests)</p> <p>Deadlines</p> <p>If a deadline is set, it shall be followed unless there is a proper reason. However, it's mandatory to disclose if you are to miss a deadline.</p> <p>Set internal-team deadlines for each task.</p> <p>Set personal deadlines for each week.</p>	
<p>Decisions, such as:</p> <ul style="list-style-type: none"> ● when do you use e.g. consensus or majority decisions, lottery, etc ● documenting decisions ● how will differing opinions be resolved? ● ... 	<p>Consensus when it comes to social aspects, for example: how we are going to work, project and what we think is interesting and so on.</p> <p>Majority when it comes to more small and technical aspects: for example: which algorithm to use, how a button should look like and so on.</p> <p>Differing opinions will be resolved with civil discussion in the meetings. And the decision should be documented.</p> <p>The most important thing is that we trust each other to make individually grounded decisions when working on tasks.</p>	
<p>Time log and diary, such as:</p> <ul style="list-style-type: none"> ● how, who, when? ● what? ● praise and criticism ● violations of this contract? ● course demands? ● how much time are you expected to work on the project each week? ● ... 	<p>Every member is to keep some form of log for personal reasons and to help with the weekly reflection.</p> <p>Git keeps track of code changes.</p> <p>The course says 20 hours a week in this course. The group says that you are supposed to put in the time necessary to finish your tasks if possible. Depends on the week and what deadlines are set. Following team-deadlines is the most</p>	Same as before

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	important (and course deadlines).	
Communication, such as: <ul style="list-style-type: none">● how?● expectations regarding responses and response times?● how do you work with feedback (about the project, the process, individual achievements)● ...	<p>Main communication is done via Messenger.</p> <p>You are expected to be able to answer in working hours (8-17) Mon-Fri. You are expected to answer at least within 6 hours.</p> <p>React to messages you have read (if they are relevant) (encourage feedback)</p> <p>Feedback and Constructive Criticism after finishing tasks in meetings.</p> <p>All forms of feedback are to be taken in person to avoid conflicts. Keep it non personal and care about each other's feelings/mood.</p> <p>Constructive Criticism towards a single individual should be taken privately (one on one)</p>	Same as before

Handling of documents and files

<ul style="list-style-type: none">● how, who?● version control?● ...	Documents are to be uploaded to the git-branch Documents in our project. The secretary of each meeting is responsible for pushing the documents and or handing them in on Canvas.	
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Ambition

Formulate in a few sentences what your mutual goal with the project is.

Our goal is to learn about an agile development process, working in larger groups, be more confident in writing code, utilizing creative freedom, working structurally, learn more about the GIT-workflow and how to use it efficiently.

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Signatures by all team members:

Max Fagersten

Ethos Samuel

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