Section 1: Team members data, preferences, and expectations

| Name of team member | Roles | | | Grade expectations | | Preferred times for… | |
	Natural roles	Preferred tasks	Why (any special skill?)	Minimum grade	Expected grade	Extra meetings	Work habits
Cezara	Implementer / Resource investigator / Team Worker	Database design, user stories, java, HTML	I worked a little with databases last module. Did Java in the second module and I would like to work a little more on it. I tried to learn HTML by myself but I did not have enough time so I would like to have more experience with it.	5.5	8.0	Preferably on weekdays, anytime. Not weekends if possible.	I prefer working in the morning and get the tasks done qualitatively and fast.
Daria	Complete finisher / Plant / Specialist	Database design, requirements (user stories), prototyping, would like to try front-end	I worked a little bit on database design last module, but I felt like it was not enough. I also find UX design quite interesting	6.0	8.0	Quite flexible,preferably after 18:30 on weekdays, weekends-after 15:00	I am more productive in the afternoon
Timothy	Complete finisher / Shaper / Plant	Java, bit of SQL	Good creative problem solving, that I manage to swiftly implement in my code. Build up a lot of experience in Mod 2 and Mod 3 projects, and now I'm very comfortable with Java.	5.5	7.5	Not on monday or wednesday night	Prefer starting to work in the morning
Wouter	Implementer / Coordinator / Shaper	Java + SQL	I enjoy java and would like to gain more experience working with data in a database	5.5	8.0	Quite flexible but prefer before 18:00	Morning

	Roles	Skills	Self-description			Availability	
Fabio	Coordinator / Team Worker / Specialist	Database, some java, user stories. (not against trying new things like html or javascript)	I am comfortable using sql and have some experience with java which i can use to help the team	6.0	8.0	Not at night, not too early. Not weekends if possible. Monday and Wednesday after 18h is impossible.	from 9 to 18h mostly, monday to friday
Xianzhi	Implementer / Team Worker / Shaper	HTML5, CSS3, Javascript, Java + SQL	I am good at front-end development. I can also do back-end development using Java.	6.0	8.0	Not after 19:00.	Not weekends. Not after 19:00.

Section 2: Project Goals

The work team has agreed to work towards the following main objective

⌖	*To plan, design, implement, test and delivery a web application for the company **Mindhash** that include the features of **visualization dashboard, user authentication & management, password reset,** and **email integration with Sendrid** in the time of 11 weeks*

The main objective can also be understood as the following specific objectives:

Sub goal	S (Specific) What	M (Measurable) Up to	Attainable How	Relevant Why	Time Bound When
1	Satisfy Mindhash in regards to the 'Street Analytics' project	With a positive response from the Mindhash team	Through a survey directed to Mindhash	To measure how close to their expectations we are	In week 10
2	Analyze the requirements and design the system	With a story completion ratio above 70%	Through comparing the number of stories present on Trello board versus the number of stories that were completed within one sprint	This would be useful for analyzing current work capacity and making changes if necessary	At the end of the design sprint (week3)
3	Implement, do testing and deliver the product	Have experiences of working together, programming skills and testing skills.	Not out of reach. Every team member is responsible for his/her own part. Get help from each other when having difficulty.	This is the outcome of our work.	Week 10

4	To present an intuitive and feature-rich dashboard	With a satisfaction rate of at least 50% for the first survey and 80% for the second one	Through a survey directed to potential users of the dashboard	This would be a measure of the success of our dashboard and its design	Week 6 and 10

Section 3: Behavioural rules

If the group encounters an internal problem that it cannot resolve in a negotiated manner, the group will go to this section to solve the problem through the following solution paths

Issue	Rule	After N times	Consequences of breaking the rule
Attending the meetings	All members shall be present and on time for team meetings. Any schedule changes should be communicated at least 24 hours before the start of the planned meeting.	1	Warning given by the scrum master.
		2	Serious conversation is to be held about what needs to change in order to make the schedule work for everyone.
		3	Group teacher is contacted, explained what the problem is, and another review of the current situation is held together with our group teacher.
Active participation	All members are required to devote their full attention to the discussion, during team meetings.	1	Warning given by the scrum master.
		2	Serious conversation is to be held about what needs to change in order to obey this rule and keep the meetings efficient.
		3	The team member who is not obeying this rule needs to keep a log of all conversations and discussions during the next two team meetings..
Taking responsibility	All participants are responsible for the fulfillment of the tasks assigned to him	1	Warning given by the scrum master.
		2	The member must explain himself to all members of the group, who will later make a decision.

		3	The member shall have a meeting with the supervisor and be given an orange card if no valid reasons for inactivity were found.
Delivering my work	All members shall obey the set deadlines for the work they are to complete.	1	The member who did not complete their work is to give a clear breakdown of what went wrong and what should change next time.
		2	Other team members contribute to the review and try to analyze what went wrong..
		3	Another group member is tasked to overlook all work that is being done by the teammate who wasn't able to complete their work in time and aims to bring structure and consistency to all that needs to be done.
Keeping discussion on topic	All members shall aim to keep the conversation/discussion on topics which have high priority (relative to that of other matters).	1	Discontent with the current focus is expressed by other group members.
		3	The reason for discontent (of certain members) is expressed, and a suggested course of action is laid out.
		5	All topics are put aside, to discuss what needs to be done and in what order.
Making sure the team keeps progressing	All members are expected to make reasonable concessions in order to preserve the flow and tempo of the development process.	1	Another group member tries to put focus back on the complete picture/system and aims to show everyone concessions need to be made to achieve the main goals.
		2	A discussion is to be held on why and how not making (any) concessions is hurting the group (and final result).
		3	The minority is forced into making compromises.
Keeping the discussion fair	All members are expected to consider all points being made by their peers.	1	A group member points out which point they feel is not being considered properly.
		2	A group member again points out which point they feel is not being considered properly, this time more directly.
		3	A discussion is held on why certain views/opinions have the upperhand in the discussion.
Organizing textual communication	All members are required to keep specific topics to their specific designated Discord text channels.	1	A warning is given by a team member.
		2	The offending team member is asked to suggest improvements in the channel organization.
		3	The offending messages are deleted.

Offering feedback	All members are required to give feedback and bring up points of improvement whenever applicable.	1	When something goes wrong and no feedback is given; team member(s) explicitly ask for feedback.
		2	Team member(s), now more directly, ask for feedback.
		3	For the next meeting, 15 minutes is set aside, to simply hold a feedback round, where each member is to provide feedback to each of their peers.

Section 4: Commitments

Each member of the team has expressed their agreement with this contract and each of their commitments and that is collected in the following table:

	COMMITMENTS	Team members signal					
		C	T	D	W	F	X
C1	As a group member, I promise to attend all meetings on time.	Yes	Yes	Yes	Yes	Yes	Yes
C2	As a group member, I promise to deliver all my work before the agreed upon deadlines.	Yes	Yes	Yes	Yes	Yes	Yes
C3	As a group member, I promise to always try to resolve issues between myself and other team members in a positive constructive manner.	Yes	Yes	Yes	Yes	Yes	Yes
C4	As a group member, I promise to always try to resolve issues between team members other than myself in a positive and constructive manner.	Yes	Yes	Yes	Yes	Yes	Yes
C5	As a group member, I promise to always communicate in English during team meetings.	Yes	Yes	Yes	Yes	Yes	Yes
C6	As a team member, I am willing and ready to make reasonable compromises to meet the opinions and views of my team.	Yes	Yes	Yes	Yes	Yes	Yes
C7	As a team member, I agree to perform a fair share of the group tasks on an individual basis.	Yes	Yes	Yes	Yes	Yes	Yes
C8	As a group member, I agree to the group goals and will do what I can to achieve them.	Yes	Yes	Yes	Yes	Yes	Yes

IN FAITH OF WHICH, the Scrum master declare that all the team have read, agreed, and accepted all the conditions and commitments with the group written in this document that will be applied during module 4 Data & Information 2020/2021

	Supervisor			Scrum Master
				Daria
NAME:		NAME:		Daria Kulyk
DATE:		DATE:		22/04/21