30TH JULY 2018

# Team Agreement
## Group: Blink 192

**Prepared by:**

Jeremy Barnes - n9685511
Taylor Bindon - n9296506
Wenona Church - n9738436
Kirsten Moylan - n9948210
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**Prepared for:**

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# Sign-off and Approvals

**Team Agreement Sign-Off:**

The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the ***Car Rental Data Management Project*** to meet the client's requirements and timeframes.

| Person's name & student number | Signature | Date |
|---|---|---|
| Jeremy Barnes - n9685511 | J.B | *30th July 2018* |
| Taylor Bindon - n9296506 | T.B | *30th July 2018* |
| Wenona Church - n9738436 | W.C | *30th July 2018* |
| Kirsten Moylan - n9948210 | K.M | *30th July 2018* |
| Jack Glendenning - n9748610 | | |
| Tutor Approval | | |

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# 1        Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for <u>Blink 192</u> who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the ***Car Rental Data Management*** project.  In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:
- High level principles contributing to an effective team;
- Agreed communication and operational processes to action the principles.
- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.
- Dispute resolution and conflict management processes.


# 2               Team Agreement

All team members have participated in the formulation of this Team Agreement and are committed to abide by it.


## 2.1         Team Principles and Processes

**<u>Communication</u>**

The team will meet on Mondays from 12:00-2:00pm. A SCRUM will be performed at the start of the meeting before. The meetings will briefly recap the previous workshop and will discuss/complete required tasks for the upcoming workshop. The role of Scrum master will be shared and rotated weekly (Friday workshop and following Monday meeting). Members can communicate via social media between meetings and to update their progress on assigned tasks. If a team member cannot meet their deadline, they are to

notify the team who will reassign the work load. The project plan will be updated to reflect the assigned tasks.

**Files & Resources**

The established shared Google Drive folder will be used as the primary location for storing and sharing documentation relating to the meetings, tasks and project in general. Github and JIRA will also be used.

**Roles**

| | |
|---|---|
| Jeremy Barnes – | Development Team |
| Taylor Bindon - | Development Team |
| Wenona Church – | Client/Product Owner |
| Kirsten Moylan - | Development Team |

**Goals**

The team goal is to achieve a 7 for this task. Other goals include to work successfully as a team and support every member's ideas throughout the project. To achieve success in this project, the group will collaborate, share tasks equally and accept personal differences. Every team member will be supported. Work will be completed to a high level of quality. If member(s) do not complete their assigned tasks (or are freeloaders), the team will raise the issue with the tutor.

**Principles**

Principle (What): Show respect for one another.
- Rationale (Why): A healthy professional atmosphere will facilitate positive team outcomes.
- Operational Processes (How)
  - Listen to each other's ideas,
  - Avoid abusive language,
  - Do not dominate other team members,
  - Give equal speaking time to all members

Principle: Complete our weekly tasks on time.
- Rationale: This will aid keeping all members organised and up to date.
- Operational Process:
    - Completing work and committing to Github repository.
    - Correctly documenting completed work in minutes.
    - Alerting group members about progress on group work.

Principle: Attend meetings and tutorials.
- Rationale: As all team members have different timetables and schedules, attending weekly meetings and tutorials will allow individual and group progress to be monitored.
- Operational Process:
    - Attend meetings and tutorials.
    - Discuss completed and future work.
    - Perform SCRUM.

Principle: Correct documentation for minutes.
- Rationale: Documenting completed work and ideas keeps all members up to date and aware of what needs to be completed/has been completed.
- Operational Process:
    - Documenting minutes and ideas in Google Drive.

## 2.2 Non-Compliance

*Minor* non-compliance can include the following:
- Missing one workshop or meeting without notice to other team members
- Not fully completing their weekly tasks and/or making only minimal effort
- Minimal contribution to team meetings and workshop discussions
- Not responding to messages in a timely manner

*Major* non-compliance can include the following:
- Missing multiple workshops and/or meetings
- Not completing any of their weekly tasks
- Not contributing in any way to workshops or meetings
- Not responding to messages at all

## 2.3 Dispute Resolution & Conflict Management

Any disagreements will be settled by majority vote - this can be done at any weekly workshop or meeting, or via Messenger group chat.

Minor non-compliance issues will be discussed at each weekly Monday meeting. Repeated minor breaches will constitute a major non-compliance.

Repeated major non-compliance will result in the team approaching the tutor and/or lecturer with the possibility of having the offending team member removed from the group.

# 3. Conclusion

This document has articulated the high level and operational processes agreed to by Blink 192. This team agreement will apply for the duration of the *Car Rental Data Management project.* To meet the objectives of the project and demonstrate their abilities as IT professionals, team Blink 192 will implement the principles, processes and management activities described.

# 4. References

N/A.