

# Team Contract

## **1. Goals: What your team hopes to achieve**

- small and achievable steps instead of wanting to do too much
- focus on documentation
- every team member should understand the course material
- even distribution of tasks
- focus on team work

## **2. Norms: Group belief about how members should behave**

### **2.1 Meeting norms**

- daily (weekly) is mandatory
- additional meetings are mandatory for the people affected by the discussed topics
- being late is not acceptable unless it is with good reason
- being repeatedly late is not acceptable

### **2.2 Working norms**

- decisions will be made as a group (democratic)
- if the group can't decide democratically the decision lies with the Product Owner
- criticism can be made during the meetings (using reasonable arguments, without being driven by emotions)
- creation of smaller groups within the main group that work on different parts of the project and can make smaller decisions independently
- every team member should work 6-10 hours per week

### **2.3 Coordination norms**

- Scrum Master leads the meetings
- Product Owner creates list of tasks
- Everyone picks the tasks for himself

### **2.4 Communication norms**

- Slack is main tool for communication
- everyone should answer to a Slack message he is addressed by within 24 hours
- If a person cannot communicate via slack he has to announce this beforehand
- Private messages are allowed if the topic doesn't concern everyone
- If someone is sick or comes to late he should communicate that in Slack

### **2.5 Consideration norms**

- side conversations about topics not concerning the project are not allowed
- if two people disagree a mediator is assigned to solve the disagreement
- In case this doesn't work the lecturer will be consulted

### **2.6 Continuous Improvement norms**

- Scrum Product Backlog + GitHub are main tools for monitoring progress
- Evaluation of each group member will be done checking the by progress and alignment to deadlines (if the task is done = perfect, otherwise evaluation of progress)
- If major software issues/bugs arise the team as a whole will talk about it
- Major differences in workload must be discussed
- Unforeseeable changes in organizational matters must be discussed
- everything mentioned in this contract can be changed based on how the project goes
- the Focus of this project lies on doing a few features well (make sure they work and are reliable)

## **3. Rewards: How the team will celebrate achieving goals**

- at the half time and at the end of the project the team will have a celebration beer
- if someone does more work in a week than expected he can do less work the next week
- no one shall be over enthusiastic about his own achievements

#### **4. Sanctions: How the team will address failure to abide norms**

- if someone is missing once without good reason this has to be discussed within the group
- if someone is missing two times without good reason he is no longer part of the group
- if someone doesn't fulfill his task he needs to finish it the next week
- if someone comes too late he has to bring cookies the next meeting
- if someone comes an hour too late it counts as missing
- if someone is a serial offender there will be a discussion about harder sanctions
- if the group thinks someone doesn't work enough there will be a discussion within the group