Team Contract

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| 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 communicaiton  - 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 |