1212106_Diogo Correia
1232161_Maryam Nikzad
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TechMinds' Team Rules and Values

Course: 1DN_E
Subject: Laboratory Project1

Aim of this document:

As a team of students working towards common academic goals, it is essential to set clear expectations to ensure effective collaboration and mutual respect. These rules and regulations will help guide our interactions, responsibilities, and decision-making processes.

1. Team Structure and Roles:

- Each Sprint we will have a new team leader that will be responsible for organizing meetings, ensuring all voices are heard, and delegating tasks.
- Team leader will be responsible for the respective sprint. And will act as SCRUM master for the whole sprint. At the end of this document the name of new SCRUM master will be mentioned with the agreement of all team.
- All other team members need to follow the rules mentioned in this document. And have collaboration with team members and SCRUM master.

2. Communication:

- All team members are expected to respond to messages within 24 hours during the week.
- Communication should be on Teams / WhatsApp / if needed through email. And we can have weekly meetings also, in LAPR1 class each Monday. Or if it happens that members missed the meeting agenda's SCRUM master make sure to keep them updated!
- Team members should be responsive and available for communicating any issue regarding assignments.
- Decision will make by agreement of all team members.

3. Attendance and Participation:

- If a member cannot attend the class or meetings, they should notify the team in advance.
- Team members will take active participate to each assignment according to their assigned tasks.
- If once team members were absent due some genuine issue other teammates should be ready for supporting and helping them.(if these absentees were 1-3 days during her/his joining periods in team project for the semester. And he/she already notified team about the situation.)

4. Task Allocation and Deadlines:

- All tasks must be completed by the assigned deadline. Members can request extensions but must give at least 48 hours' notice.
- Tasks will be distributed in weekly meetings (in person in class or online) in the presence of all team members and will be tracked using a project management platform like GitHub project board(that already created for team).
- All team members will find out their assigned tasks into GitHub project board.

5. Conflict Resolution:

- In case of conflicts, members should first attempt to resolve the issue directly. If no resolution is reached, the matter will be brought to the team leader for mediation.
- Each team member can raise their issues and any kind of conflicts without any delay with the whole team.
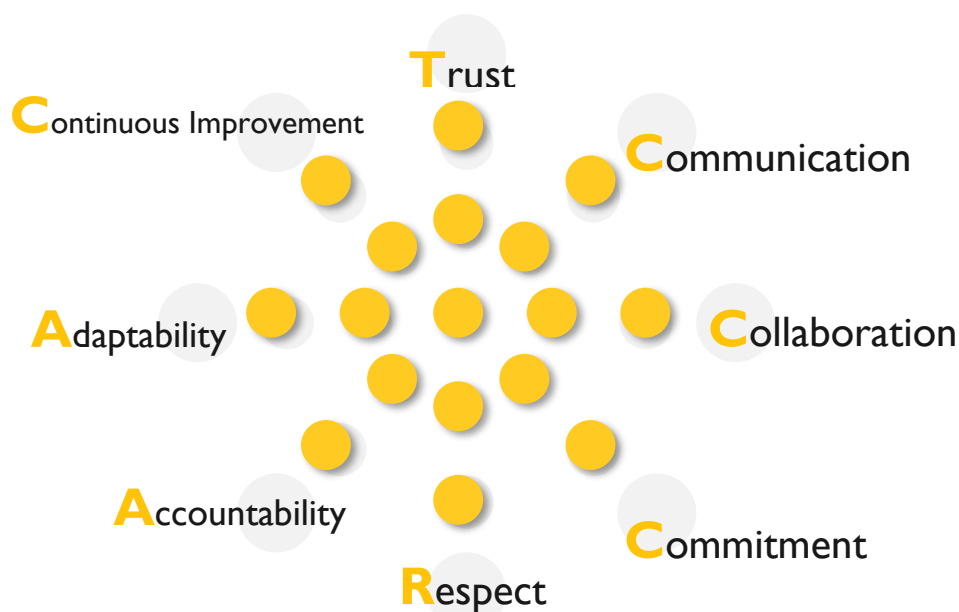
6. Accountability and Penalties:

- Everyone in the team should acknowledge their responsibilities and work productively towards our main goal. If any member of the team lacks responsibility, the team must talk to them to try and resolve the issues or understand what's going on.

7. Meetings:

- Meetings will be weekly or biweekly as of need.
- Meetings preferably will be conducted each Monday in person before/after LAPR1 class. Otherwise, it will be online meeting setting up in Teams.

8. Our team Values and Pillars:

Trust

Continuous Improvement

Communication

Adaptability

Collaboration

Accountability

Commitment

Respect

SCRUM Master Assignment Schedule:

Sprint1: Yasamin Ebrahimi

Sprint2: Luis Cruz

Sprint3: DavidBrandao

Sprint4: Maryam Nikzad

Sprint5: Diogo Correia

Team members GitHub usernames

Yas1232162

1241705-LuisCruz

1240577-DavidBrandao

1232161-MaryamNikzad

1212106-DiogoCorreia

TechMinds GitHub Project Board(private!**)**

TechMinds GitHub Project Repository(private!**)**

✍ I ----**Maryam Nikzad**----as one of the team members, **read** these rules for the team and **agree** with all of them.

✍ I ----**Diogo Correia** ----- as one of the team members, **read** these rules for the team and **agree** with all of them.

✍ I --------**Luís Cruz**-------- as one of the team members, **read** these rules for the team and **agree** with all of them.

✍ I ----**David Brandão**---- as one of the team members, **read** these rules for the team and **agree** with all of them.

✍ I --**Yasamin Ebrahimi**-- as one of the team members, **read** these rules for the team and **agree** with all of them.

Note: ***This document will be updating during the semester and each sprint with as of need.***

-TechMinds-