



Real-time bridge monitoring Team policy - Communication

Version 1.1

Real-time bridge monitoring	Version: 1.1
Team policy - Communication	Date: 2013-10-28

Revision History

Date	Version	Description	Author
2013-10-24	1.0	Initial Draft	Marko Brcic
2013-10-28	1.1	Communication, Calendar, Meetings, Brainstorming, Tasks	Marko Brcic

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1. Introduction

1.1 Purpose of this document

The purpose of this document is to define the team policy for communication and information exchange between team members

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of this guide, used documentation, intended audience, scope of the document and definitions and acronyms.
- Section 2, *Communication*, describes the communication tools and according accounts for each team member
- Section 3, *Calendar*, describes the calendars used and the way they are used
- Section 4, *Meetings*, describes policies for the meetings
- Section 5, *Brainstorming*, describes the tool used for brainstorming
- Section 6, *Tasks*, describes where and in what way the tasks should be written down and assigned to team members

1.3 Intended Audience

The intended audience are team members.

- Andrea Bottoli
- Dzana Kujan
- Lorenzo Pagliari
- Nikola Radisavljevic
- Jörn Tillmanns
- Fio Miraldi
- Marko Brcic
- Ghazal Shojaei
- Elisabetta di Nitto

1.4 Scope

This document addresses the rules and guidelines that team members should obey while participating on the project. In this document there are only rules regarding the communication between team members and information exchange between them. There is nothing defined regarding the communication towards customer or any other stakeholder.

1.5 Definitions and acronyms

1.5.1 Definitions

Keyword	Definitions

1.5.2 Acronyms and abbreviations

Acronym or abbreviation	Definitions

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1.6 References

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2. Communication

Member	Email Communication	Hangouts (voice + video)	Skype (chat)
Andrea Bottoli	andrea.bottoli@mail.polimi.it	andrea.bottoli15@gmail.com	a_bottoli
Lorenzo Pagliari	lorenzo.pagliari@mail.polimi.it	batacchio89@gmail.com	lorenzo_pagliari
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Table 1. Communication accounts for collaboration

3. Calendars

- Official team calendar where all the meetings and internal deadlines should be written
<https://www.google.com/calendar/ical/urfdcqcic8i4kqme4kq7qubs0%40group.calendar.google.com/private-ecc65db365b24a2ccb5db8af28d81330/basic.ics>
- Official calendar from the course where all the major deadlines for the project are written
<https://www.google.com/calendar/ical/c3r8el57h0i47mo2ti7b5g4cqk%40group.calendar.google.com/public/basic.ics>

4. Meetings

- Agreed on Doodle and/or Skype
- Weekly meeting scheduled on Tuesday 19:00 (GMT + 1:00)

5. Brainstorming

- We picked a Google spreadsheet as our way of brainstorming and writing proposals and other thing we need to agree upon. Spreadsheet is available only to the people which have access rights for it.
<https://docs.google.com/spreadsheet/ccc?key=0Av4gfXKOIRzodElnUF95Wm1kV3ZiQ1lSd09kTl0xaGc&usp=sharing#gid=0>

6. Tasks

We started writing tasks to Google spreadsheet but we agreed that we will transfer all the data to Github, so from now on all the tasks need to be defined in Github and they can easily be viewed also with plug-in available for Eclipse

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7. List of Tables

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