

Based on 'Bilaga 1 Gruppkontrakt för kandidatarbete'

(<https://student.portal.chalmers.se/sv/chalmersstudier/kandidat-och-examensarbete/kandidatarbete/Documents/Riktlinjer%20f%c3%b6r%20kandidatarbete%20p%c3%a5%20Chalmers%20civilingenj%c3%b6rsprogram%20fr%c3%a5n%20v%c3%a5rterminen%202018.pdf>)

Contact Info

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Cooperation rules

How do you handle ...	How do you choose to do it?	Action when mismanagement
Meetings	Meetings will be agreed upon a week-to-week basis and everyone will be required to attend. These meetings will either be held through discord or in place on campus this will be decided by the group.	We will use strike system were 3 strikes we will have a discussion as a group on how we can help this team member. Options like reshuffling can be done.
Workload management	<p>Everyone will get specific tasks that will need to be completed in time before each sprint.</p> <p>Personal deadlines will be agreed upon in a group setting and if member needs help, they need to ask other team members.</p> <p>If help is not needed it is expected that each group member will complete their task upon agreed time.</p>	<p>A strike system will be used here. If a member continuously does not complete their work and other team members need to step in, first we will talk with the member as a group.</p> <p>If the above does not work, as a worst case scenario, a talk with the examiner will be needed to see how we shall proceed.</p> <p>If task is not possible by a single person two or more can be assigned to the issue so everything gets completed in time.</p>

Decisions	All decisions will be taken as a group where a vote will be held. Since we are odd numbered the majority in a vote wins.	If we somehow do not reach an agreement we will be talking with a TA for further questioning and guidance in the matter.
Communication	Each member shall be reachable under regular school hours either through slack or discord.	No action needed if member has a valid reason for not being available. If they are never available a talk with the group will be had and if there is no further improvement we will talk with a TA for help in this matter.
Bookkeeping	<p>It is up to each member to keep up to date on what needs to be done.</p> <p>Trello will be used as a tool where we can see what needs to be done.</p> <p>Each member needs to keep the rest of the group updated on their progress when work has been done.</p> <p>It is important that everyone knows each and every deadline so things are done before they need to be done.</p> <p>As a team we are going to have a weekly sit down to discuss what needs to be done, what is done and how we shall proceed.</p> <p>“Bookkeeping” for us is the idea that each assignment shall be turned in on time and everyone should be aware of what needs to be handed in so simple misses like that are avoided.</p>	<p>A talk as a group will be held and we will discuss further how we can reach this goal.</p> <p>If we are having trouble coming up with a solution relevant talks with a TA will be held.</p>

Ambition

To create something fun and learn how to work agile.

Signing of each member:

AndresA

AugustGD

IsakB

MattiasL

MaxLM