Project contract for "Anovote"

Team members

Name of team members

- Sander Hurlen Olsen
- Emil Elton Nilsen
- Christoffer Andersen Træen
- Steffen Holanger

Goals

The goal of the project is to plan, design and develop the voting application Anovote as a part of bachelor thesis at NTNU Ålesund for bachelor in computer engineering degree.

Roles

The following roles are divided between team members.

Contact person user group

The responsibility for keeping in touch, sending emails and keeping the contact person up to date.

- Steffen Holanger

Secretary

The role is exchanged after each meeting. Responsible for writing meeting summary.

Chair

The role is exchanged after each meeting. Leads the meeting, makes sure that everything that was planned to do will be done and that we make a plan for the next meeting, possibly what to do before the meeting.

Editor

The main responsibility for the last editing of submissions.

- Sander Hurlen Olsen

Presentation manager

Arranges powerpoint and script before presentations.

- Sander Hurlen Olsen

Planning Coordinator

Responsible for keeps plans, git issues, documents etc. updated.

- Christoffer Andersen Træen

Procedures

Attendance

All team meetings are **mandatory**, unless otherwise agreed.

Fixed times:

- Sprint intervals spans one week from Friday to Friday. Can be adapted if needed.
- Core working hours spans from 09:00 to 15:00, Monday to Friday
- Lunch 11:30 - 12:00
- Stand-ups every weekday at 12:00 / after lunch
- Meeting with supervisor every second Friday at 09:30 from 15th of January. Time can be agreed on and changed at every meeting.
- Sprint review and retrospective every Friday at ~08:00.

Meeting agendas

At the stand-ups, the focus will be on status per. today, what to do next, distribution of work and teamwork.

At sprint retrospective the focus is on the team dynamics and how well the group performed. Any concerns or dysfunctions can be discussed at this meeting.

At sprint review the focus is on what was achieved during last sprint. Unfinished tasks are put in backlog for re-planning.

With special milestones and project submission, we will probably expect longer working days, this is
agreed upon along the way.

Absence

If you are prevented from attending at agreed times and places, you must notify one of the group members in advance. Planned absence is addressed with team members in plenum.

Workplace

As a general rule, work is done in the lab at NTNU. If some members want to work from home, they will have to notify the other team members the day in advance; this to indicate that the member is not available for questions etc. on the lab, but can be contacted via phone or discord.

Consequences

What are the consequences if the rules / what is agreed are not kept?

In the event of repeated absence, this will be discussed with the bachelor coordinator and may in the extreme consequence result in exclusion from the project.

Meetings

Meetings follow regular intervals. In the event of any changes, this will be informed in person or via discord.

Summary from the meeting must be ready no later than the next day after a meeting has been held. At meetings, we all agree that time should used effectively. We want everyone to be prepared for each meeting.

Decisions

All decisions must be made jointly where at least 3 team members must be present. If voting result is equal the chair of the meeting has a double vote.

Conflict management

All irregularities should in principle be discussed at team meetings.
All team members can bring up things they think deviate from the agreements.
If agreement or a solution is not reached, it must be passed on to the bachelor coordinator or project mentor who is given the responsibility / authority so that the problem in question can be resolved and all team members can become a resource for the team or is laid off from the course.

By signing this document you agree on the content and acknowledge the possible consequences of not complying with the agreement.

Signatures:

| Emil Elton Nilsen | Christoffer Andersen Træen | Sander Hurlen Olsen | Steffen Holanger |

Date: 12.01.2021

Location: NTNU Ålesund, Norway