QUEENSLAND UNIVERSITY OF TECHNOLOGY

GROUP 90

TEAM AGREEMENT GUIDELINES

# Community Organization

Prepared For

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# 1 Sign Offs and Approvals

The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of the *Community* Organization project to meet the client's requirements and timeframes.

| Person | Number | Signature | Date |
|---|---|---|---|
| Byron Mejia | n8849668 | | 1/08/2016 |
| Jessica Barron | n8691274 | | 1/08/2016 |
| Tylor Stewart | n9013555 | | 1/08/2016 |
| Watson McMahon | n8866147 | | 1/08/2016 |
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| Tutor Approval | | | |

Table 1: Team Agreement Sign Off

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# 2    Introduction

The purpose of this document is to discuss and agree on the operating norms (principles and communication processes) for Stumpy Solutions who are a team of students in IFB299 Application Design and Development.

The aim of the team agreement is to describe the principles underpinning effective teamwork and how they will be applied by this team during the *Community Organization* project. In this way the agreement provides a communication tool and contract between team members and their tutor regarding their obligations, responsibilities and activities to ensure successful processes, product, and outcome.

This document includes:

- High level principles contributing to an effective team;

- Agreed communication and operational processes to action the principles.

- The air slider must be turned on for all accepted pieces, but not for rejected pieces

- Definitions of minor and major non-compliance and examples of instances that may constitute a breach of the agreement's conditions.

- Dispute resolution and conflict management processes.

# 3    Team Agreement

All team members must have participated in the formulation of this Team Agreement and are committed to abide by it.

## 3.1    Team Principles and Processes

### 3.1.1    Principles

**Aim for 100% grade, 100% of the Time**   Team members will **always** aim for a 7 in this unit for all group assessment, to ensure all members leave this unit feeling accomplished.

This will be completed by:

- Completing all work in a timely manner

- Completing all work at a high standard

- Participating in all tutorials

- Participating in all group assessment

- Participating in all group meetings

**Show Respect to Everyone**   Team members will foster a healthy working environment, to help create positive outcomes.

This will be completed by:

- Listen to each other

- Avoid demeaning language

- Avoid dominating discussions

- Give everyone equal time to share ideas

**Complete Work at the Best of Abilities**   Team members will complete their work at the best of their abilities and skill levels.

This will be completed by:

- Completing work when required

- Using initiative to complete harder tasks

- Not palming off work when can be completed by yourself

- Asking for help when required

**Discussions are Completed Within Allocated Time**  Team members will complete their work at the best of their abilities and skill levels.

This will be completed by:

- Completing work when required

- Using initiative to complete harder tasks

- Not palming off work when can be completed by yourself

- Asking for help when required

**All Views Will Be Shared Equally**  Team members will all agree globally with team decisions and choices.

This will be completed by:

- Ensuring all members are happy with final choices

- Ensuring all members will compromise their differences

- Ensure all different decisions are deeply analyzed

**All Members Will Be Given Equal Time To Speak**  Team members will all share the same amount of time to share their opinions within the group discussions

This will be completed by:

- Ensuring a timekeeper keeps discussions brief and on point

- Ensuring all members understand what the student is trying to communicate before moving on

- Ensure all members have clearly articulated their message, and members ask for another explanation when required

**Document Findings to Git (VCS)**   Team members will continually use Version Control to keep their latest work up to date with the server.

This will be completed by:

- Every branch will be pushed to server as soon as possible

- Every branch will be well named

- Every document will not conflict with other files

**Primarily Communicate via Slack**   Team members must ensure that a majority of on-topic discussion is communicated via Slack, to ensure communication is well document and retrievable later.

This will be completed by:

- Actively contributing to discussions on Slack

- Avoiding private conversations on topic, unless required

- Actively ensuring they are up to date with the latest on Slack

**Primarily Complete Tasks Via Issue Tracker**   Team members must ensure they are completing the tasks allocated to them via the issue tracker on GitHub. They must also ensure that they keep up to date with any changes that may have been made by the client.

This will be completed by:

- Actively checking GitHub for new tasks

- Actively updating on tasks any changes

- Actively tagging related commits to the assigned issues

**Team Member Differences Solving**   Team members who may have a personal or professional difference must deal with this appropriately, and in a timely manner.

This will be completed by:

- Discussing the issue in private and resolving individually first

- Discussing the issue as a group and resolving it together

- Escalating the issue to an academic if appropriate

**Work Load Balancing**    Team members will equally contribute the same efforts into the team.

This will be completed by:

- Ensuring issues are allocated equally every week

- Ensuring issues are completed within a timely manner

### 3.1.2   Processes

**Weekly Tutorials**    Team members are expected to turn up to weekly tutorials, unless otherwise.

This will be completed by:

- Turning up to every tutorial in a timely manner

- Tutorials are on Thursdays, 4pm-6pm, in Q216

**Weekly Meetings**    Team members are expected to arrive to weekly meetings
This will be completed by:

- Agree to a weekly time (To be locked in)

- Agree to a familiar location that all users are familiar with

- Following a set of agenda items, including:

    - Progress on given tasks

    - Bugs and Issues on current tasks

    - Proposals for change of tasks

    - Proposals for sending tasks to the icebox

    - Proposals to rearrange task priorities

    - Assign new tasks for the week

- Assign each member for specific meeting tasks, including:

  - Minutes Taker: Byron Mejia

  - Time Keeper: Jessica Barron

- Team members will email or Slack the group a list of items that relates to the agenda if they cannot attend a meeting, with a written apology

**Project Management**  All project management will be completed using GitHub issues, with using the milestones and labels features.

This will be completed by:

- Logging all tasks to the task manager with the related labels:

  - dev:task for Developer Tasks

  - is:task for Information Systems Tasks

  - dev:bug for bugs and broken issues

  - dev:duplicate for duplicate methods/code

- Log all issues to their related Milestone, which occur with 5 day deadlines

**Communication**  Communication will be done via Slack primarily and through the commenting system on the GitHub Issue tracker.

This will be completed by:

- Inviting all team members to the Slack group

- Inviting all team members to the GitHub repository

- Team members will respond to slack messages within 24 hours

## 3.2  Non-Compliance

### 3.2.1  Minor

**Work is less than 3 Days Late**  A team member submits their workload up to three days after the expected completion date (without written warning).

**Work is of Subpar Quality**  A team member submits work which is deemed not to pass quality assurance.

**Work doesn't follow StyleGuide**  A team member submits work which does not follow the company style guide.

**Disrupted the Continuous Integration runner**  A team member submits a pull request which fails, causing the CI runner to work harder than it should.

### 3.2.2  Major

**Broke The Build**  A team member manages to submit a pull request which breaks the production build of the platform.

**Not turning up to weekly tutorial**  A team member did not turn up to the allocated weekly tutorial, without a written apology to the team.

**Work is beyond 3 Days Late**  A team member submits their workload after three days from expected completion date (without written warning)

**Dropped the Database**  A team member manages to drop the database in the live servers

**Merge Conflict**  A team member manages to submit work which conflicts with current files in the repository.

## 3.3  Dispute Resolution & Conflict Management

A member may be excused from penalties if they have hit a minor non-compliance for the first five times in the project, or if they have written a reason for why it occurred. A member who continues to break minor non-compliances will need to be considered for redistribution of marks within the group, by democratic vote.

A member may be excused from penalties if they have hit a major non-compliance for the first time in the project, or if they have written a reason for

why it had occurred. A member who continues to break major non-compliances will immediately be reassigned the mark distribution within the group.

# 4    Conclusion

This document has articulated the high level and operational processes agreed to by Stumpy Solutions. This team agreement will apply for the duration of the Stumpy Solutions.

To meet the objectives of the project and demonstrate their abilities as IT professionals, team Stumpy Solutions will implement the principles, processes and management activities described.

# 5 References