

When a group member is absent the rest of the group commits to update the member on decisions and agreements made when the member were absent. Also the member commits to read the meeting minutes and catch up on tasks that one might have been given during the meeting.

Each group member commits to be prepared for each meetings. It shall at each meeting elect a secretary, so that all meetings is referred. Each team member is responsible for documenting their work hours. This should be in toggl. We have divided roles internally, these can be swapped if necessary.

Each meeting will begin with 15 min. of summary, including what has been done and what is the plan for the day. We will also summarize each meeting at the end of the day.

If a team member is stuck on one of their tasks, they commit to contact the rest of the group to seek advice. If everyone is stuck, the customer must be contacted.

3. Rules for decision making

Decisions are to be made collaborative, where the majority decides. On a tie vote on internal matters, the group leader vote counts double. By tied vote on matters affecting the product the customer must be contacted and decide what is best. In the absence one loses their vote, unless one has informed on the viewpoint in advance

4. Internal environment

We as a group should give each other praise when something good is achieved, but are also encouraged to provide constructive criticism. If problems arise we are obliged to speak to them as quickly as possible so that it does not develop.

It is encouraged to organize social activities.

Use of social media, online newspapers, mobile phone and similar resources, during meetings should be held to a minimum.

Trondheim 01. February 2017

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[1] NTNU. *IT2901-Informatikk Prosjekt 2*. NTNU.

<<https://www.ntnu.no/studier/emner/IT2901#tab=omEmnet>>[Read: 23. January 2017].