Group contract

This is a contract for group 3 in the subject IT2901 - Informatics Project 2. This contract lasts from the date signed and until the project is delivered and presented, 30. May 2017.

1. Goal for the project
The group will work to achieve the best possible result and together as a group produce a good product and report. With best possible result the group means grade: A

The group will collaborate with a given project related to information technology. With a project given from the Institute. The group will work independent with the project and participate in discussion groups with support from employees in the Institute [1].

2. Procedures and order
All group members are to meet to the set meeting, listed in the table below. It is always academic quarter to the meetings.

Day	Time	Room			
Week		*4-8*	*9-13*	*14-17*	
Monday	14.15 - 16.00	EL F404	EL-G022	EL-F404	
Tuesdays	10.15 - 14.00	EL G034	EL F404	EL F304	
Wednesday	08.15 - 16.00	R80			
Thursday	10.15 - 14.00	KJL22	EL F404		
Week		*4-6*	*7-11*	*12*	*13-17*
Friday	10.15 - 16.00	R8	KJL22	KJL21	KJL22

Unless other information is given the meetings take place in Høgskoleringen 3, third floor. In case of absence it must be reported to the group on our common Slack Channel. This also applies if you are over five minutes late.

Change of meeting time must happen at least 24 hours before the meeting.

If a member is more than 1 minute late 1 time, the member has to bring homebakes to the rest of the group within 7 days. This also applies when the member has unannounced absence, absence notified later than 24 hours before meeting (does not apply sickness) or late coming notified after xx.00. The group will be reasonable, but at the same time each member should have respect for the other members time. If a member is late or does not notify absence repeatedly, the rest of the group should consider contacting the supervisor.

[1] NTNU. *IT2901-Informatikk Prosjekt 2*. NTNU.
<https://www.ntnu.no/studier/emner/IT2901#tab=omEmnet>[Read: 23. January 2017].

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

Andreas Norstein

Christina Hellenes Andresen

Ingrid Skar

Martin Stigen

Sigve Andre Evensen Skaugvoll

Thomas Wold

[1] NTNU. *IT2901-Informatikk Prosjekt 2*. NTNU.
<https://www.ntnu.no/studier/emner/IT2901#tab=omEmnet>[Read: 23. January 2017].