

BSM (Business Solutions Mates)

Members: Konstantīns Nikolajevs(team's leader); Elizaveta Tolstova; Aļona Čihačova; Armands Zaščirinskis; Anton Simonov; Alexander Karibov/Karypidis.

Mission and values.

Our goal is to provide the customer with qualitative response to the problem's solution we as a team are assigned for. We seek for applying trustworthy sources and acquired knowledge in order to efficient work and further achieving the goal.

Every member is an unique for the team with his/her qualities we value for. We keep up honesty and trust among the team. The success in our team is an output of common work.

Meetings.

The all members(6) of the team have to participate in weekly meeting. The minimal amount of people at meeting is 5, the 6th one is supposed to has an emergency reason and on common approve the meeting can be organized without him/her.

Any changes in the time of meeting must be informed directly to every teammember and approved by everyone. The supervision of organizational aspects is hold by team leader.

Participation.

Every member is essential for the efficient work. Every's opinioin must be heard and taken into account. Everybody promises being honest before him/herself and the whole team in expression of opinion. Requiring an additional assistance is always welcomed as earlier as possible it could be informed. Basic rules of discipline is supposed to be followed by everyone during any activities. The goal is to come up with common soluition respected be everyone.

Assignment and schedule.

In order to efficient work every member of the team regularly checks updates on the statuses platform(„backlog”). Google docs serves as major platform for assigning tasks.

Assignments are organized during team's meeting and formed by common decision. In case of unsuspected circumstances, the tasks can be assigned by team's leader.

In case of emergency, assignments can be added or changed by team's leader and informed directly to the responsible person.

Upon common trust, every teammeber is able to make changes in statuses.

Terms:

- Task - an assigned by common decision a piece of work to be finished within a certain time
- Responsible - person or several people having an obligation to implement the assigned task
- Due - the time before responsables have to complete the task
- Statutes:
 - Not started - zero implementation
 - Started - any implementation up to 99%
 - Done - 100% of complete
 - Need assitance - the additional support to be advised/required
 - Comment - to be supposed an useful information for mates

Google docs is used for keeping internal documents as well.

- It is advised do share documents specially related to actual issues.
- Upon common trust, every team member has an access to document's archive.

In case of any emergency, the team member has to inform the whole squad as fast as possible to avoid any standstill can be occurred in team's progress.

Our internal website is used to share the artefacts with access to the whole team and limited one to required guests. (<https://cimonoff.github.io/Main-Team-Web/>)

The team's leader implements the role of supervising upon discipline and providing organisational information both internal and external. His position in decision making equals to other teammembers. Only with team's approve the leader is allowed to take a decision on his own (in case of unsuspected deadlock) which not contradict with team's values and mission.