

## **E-MAPIS – Official group contract**

### **1. Communication**

- 1.1. The group would communicate via Discord, Telegram, or in-person meetings.
- 1.2. Members should check previously mentioned tools every 4 hours or whenever a notification is received, especially before a meeting is planned.
- 1.3. The response time of the group's members should be no more than 3 – 4 hours.
- 1.4. We will share progress in Discord/Telegram, review code from GitLab, and plan tasks in Jira.
- 1.5. The progress will be shared via Discord/Telegram or other tools. Code will be reviewed in GitLab. Tasks will be scheduled and planned using the online tool Jira.

### **2. Decision-making policy**

- 2.1. If possible, the group will always try to find compromises to satisfy all the needs, otherwise, the decision will be decided by the majority vote.
- 2.2. If a member is unhappy with a section of work, a team meeting should be called for a review of that section and the team must decide if it should be rewritten.

### **3. Participation**

- 3.1. Group will be using Agile methodology and Jira software to track the tasks progress, time consumption, and distribute work among members.
- 3.2. The group will be using time-tracking, code reviews, team meetings, and the penalty system mentioned in section 5, to perform efficiently at the project.
- 3.3. An IRL group meeting should be strictly attended, which will be organized once a week unless agreed otherwise by the group. The place of the meeting is to be discussed before every meeting.
- 3.4. A member should notify the rest of the group of their absence at least 24 hours prior to the meeting.
- 3.5. Reasons a member can be absent at a group meeting: health or mental issues, serious family issues.

### **4. Conflict and Resolution**

- 4.1. Group members involved in the conflict must communicate face-to-face and if no consensus is reached, professors should be contacted by other members to help resolve the conflict.

4.2. If a member disappears, does not do assignments, or is behaving poorly, rely on the penalty system for decision making.

5. Penalty system:

5.1. Late notification of absence: rest of the team will decide the penalty.

5.2. Failure to notify absence at a meeting: the member's workload will be increased by 5%

5.3. Missed deadline:

5.3.1. A member that would miss 1 deadline would buy the entire group pizza.

5.3.2. A member that would miss 2-3 deadlines would get a warning and an increase of workload by 5%

5.3.3. A member that would continue to miss deadlines after 3, would be evaluated by other members, regarding activity, motivation and will to improve or change. After evaluation, the member's faith would be decided.

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(First Name, Last Name, Date, Signature)