Group Rules

## Introduction

In this document we specify the rules and the way of working in the Canon Océ proftaak. Also we get to our personal competences and used tools.

## Tools

We will be using GitLab to share and work on the project. GitLab will also be used, so we can get an overview of the project like who is doing a certain task, and which tasks haven’t we done yet (by using the board). Google Drive will be used which lets us work on the documents simultaneously.

## Group members

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## Rules

Meeting time - 9:00 Thursdays and Fridays

Trello is going to be our group organization tool and git is our repository

**In case of absence**

Must do - the team member has to mention (notify) the team beforehand (one day before) with a valid reason (sickness e.g.). If the team doesn’t recognize the reason the person will get a warning as a consequence.

Consequences - if you do not notify the group you get a warning. If you do it again, you have to buy coffee for the group. Three strikes, and you will be dismissed from the group.

**In case of late arrival (later than 9:00)**

Must do - the team member has to mention (notify) the team beforehand

Consequences - if you do not notify the group you get a warning. If you do it again, you have to buy coffee for the group. Three strikes, and you will be dismissed from the group.

In case some of members face issues should ask for help, so the problem can be solved.

## Technical rules

**NEVER PUSH TO MASTER!**

Comment your code.

Keep the code clean and readable - refactoring should be done weekly.

Reference of coding

Use feature branch Workflow

Keeping code standards

Make use of the board GitLab provides.

## Personal competences

Anders: decent coder, lack a bit in terms of design and GUI. Gotta work on the documentation.

Bart: documentation and research, design and GUI. Still learning the code part.

Emil: research, backed-end,

Nagi: research skills, good coding knowledge , hard worker

Tudor: research skills, decent coder, I like creating UI design and design in general.