

REACTIVE – Official group contract

1. Communication

- 1.1. The group will 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. Confluence tools will be used for work management and progress tracking.
- 1.5. Miro board will be used to brainstorm and communicate new ideas.
- 1.6. Before making any changes, code reviews will be used to ensure clarity among the team.

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 ensure stable and efficient workflow.
- 3.2. The group will do time-tracking via Toggl Track, code reviews, team meetings, and the penalty system mentioned in section 5, to perform efficiently on 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 multiple meetings: performance review of the member will be conducted.

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: performance review of the member will be conducted.

Deividas Bendaravičius

(First Name, Last Name)

Emilis Šerys

(First Name, Last Name)

Julius Valma

(First Name, Last Name)