

Terms of Reference

Software Engineering Management Team 1

Role	Name
Team Lead	Meet Patel
Scrum Master (Git/Jira Lead)	Ernestas Kaziulis
Developer	Kaliza Gbonda
Developer	Yuheng Sheng
Developer	Dhanya Kumari Nallakandi
Lead Developer	Muhammed Saim Gulay

General

Roles and responsibilities

Scrum Master: allocate work/check progress/agenda

Team Lead: record the meeting time/attendance/content, collect the work

Frequency and location of Meetings

Labs on Thursday and Fridays

Review

How often and on what grounds will you review this document?

Before every Meeting

Values

Which values does the group agree upon? Which ones do you want to uphold

Data integrity

Ethics

Trust

Accountability

Respect

Transparency

Innovation

Adaptability

Rules of interaction

Following your initial group discussion, which rules does the group want to adopt?

- Split work evenly
- Be responsible and be proactive
- Be helpful
- Understand others
- No wrong answers
- Treat other with respect
- Communicate with the Team
- Make decision Democratically
- Have Fun