Terms of Reference

Software Engineering Management Team 1

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| --- | --- |
| **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