Course name: Agile Software Projects

### Tutor group number: 1

Team number: 6

# **Team rules**

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| **Consider** | **Our group rules** |
| Grade your group is aiming for | 100% |
| Time spent in group meetings | We set ourselves a timebox but adapt to what is needed to achieve the goal.  We expect to meet weekly for planning and retrospective, and another weekly check-in. We will conduct a bi-daily asynchronous stand-up on Slack. |
| Meeting behaviour | Be on time, follow the agenda to keep things efficient, be present and not distracted  Check Slack at least once a day |
| Amount of work done individually | Commensurate with the scope of the project and the roles of the team. This will be determined after the first ideation activity. |
| Timeline | Stable draft by December 17th |
| Communication between meetings | Slack for general communication, meetings with notes for anything more detailed, especially if other’s can’t make it. |
| Consequence for being late for meetings | The person needs to take the meeting notes for the next meeting |
| Consequence for not finishing an individual task on time/to a high enough standard | If things can’t be done on time or well, we should reach out when are behind or stuck. Consequence is that the affected person gets dedicated help and joins a 1:1 session with another team member to finish task. |
| Consequence for not finishing an individual task/not contributing fairly | Highlight the issue and attempt to resolve directly with the person.  Otherwise:  Report on Tutor Forum |