Team Agreement

Project Name: E-learning Platform – IMT Solution

1. Commitments

As a project team, we will

* Only agree to work that we are qualified and capable of doing
* Honest and realistic in planning and reporting project scope, schedule.
* Work in proactive manner, anticipating potential problems and working altogether to prevent them from happening as soon as possible
* Promptly notify our clients and supervisors of any change that could happen
* Keep our team members informed
* Focus on what is best for the project as a whole
* Work on the project until completion
* Find the most efficient way to complete the project

1. Team Meeting Ground Rules – Participation

We will

* Be honest and open during the meetings
* Be on time
* Encourage the diversity of opinion on all topics in the meetings
* Give everyone the opportunity of equal participation and the right to voice out their opinion
* Take note carefully during the meeting
* Be open to new approaches and welcome new ideas
* Avoid blaming each other for mistakes
* Focus on the way for improving the products

1. Team Meeting Ground Rules – Communication

We will

* Be clear and on point
* Listen carefully to what others say
* Keep discussion on track
* Apply visual means to make the discussion more appealing if possible
* Respect other’s opinions and accept criticisms

1. Team Meeting Ground Rules – Problem Solving

We will

* Encourage everyone to participate
* Encourage all ideas without criticism
* Work on and develop each other’s ideas

1. Team Meeting Ground Rules – Decision Making

We will:

* Discuss the criteria for each decision before choosing an option
* Make decision based on data
* Get opinion from entire team before making a decision
* Reach common agreement before choosing an option

1. Team Meeting Ground Rules – Handling Conflicts

We will

* Focus on resolving the conflicts
* Regard conflict as an opportunity for growth
* Listen carefully to the other points of view
* Reaffirm with the other party about our understanding of the problems
* Acknowledge valid points that the other person(s) has made
* State our point of view in a non-judgmental and non-attacking manner.
* Find the common ground for agreement

1. Meeting Guidelines

* Meeting will be held every Wednesday
* Agenda will be issued every Tuesday
* Evaluation Meeting will be held at the end of month
* Meeting can only be missed/absent once per month for each member

1. Meeting Procedures

* Meeting will begin on time
* Team member must arrive 5 minutes before meeting
* Team members must come to the meeting prepared
* New ideas and opinions will be stored for further use
* Unresolved issue will be added to the Issues list
* If a team member can’t attend the meeting, he/she will send their tasks list and issues list to the Scrum master for discussion
* Scrum master role will be rotated among team members

1. Working Ground Rules – Code:

We will

* Add comment for every important function of the code
* Rename object in a logical way
* Optimize code
* Apply Stackoverflow solution by our own methods
* Research thoroughly before consulting supervisors

1. Working Ground Rules – GIT

We will

* Pull code before push
* Resolve conflict before pushing code into GIT
* Comment about task and changes for each version before pushing code

1. Penalties

The person who violate the above rules will:

* Pay 10.000VND each time and the money will go to team’s fund
* Have 1 strike in the team member’s record

Violation of the rule at a higher scale, which are:

* Absent without contact Scrum Master during team meeting or working hours multiple times
* Refuse to finish the works assigned multiple times
* Lack of disciplines and teamwork
* Will be reported to Supervisor and Teacher

1. Signatures

Signing in this section mean all the members have read and agreed with the rules and penalties of the team agreement. Breach of this agreement will result in being reported to Teacher and Supervisor for further actions.

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