


Team members data, preferences, and expectations

Name of team member	Roles			Grade expectations		Preferred times for...	
	Natural roles	Preferred tasks	Why (any special skill?)	Minimum grade	Expected grade	Extra meetings	Scrum Master
Stephan Windemuller	Complete Finisher	Reactive Front-end Back-end if necessary	It's a skill I really want to learn.	6	8	Week: After 20.00 Weekend: Before 18.00	Weeks 3-4
	Shaper						
Toghrul Garalov	Specialist	Working mainly on back - end development	i have good experience in java from past projects	6	8.5	Week: After 18:00 Weekend: Saturday morning	Weeks 1-2
	Complete Finisher						
	Shaper						
Göksen Arda Pakkan	Team Worker	Back-end development	I am persistent when it comes to programming	5.5	8	Week: After 17:30 except fridays. Weekend: Anytime is fine	Week 5-6
	Specialist						
Faizan Mazhar Qureshi	Resource Investigator	Anywhere but would prefer less back-end development	I have less experience with java	6	8	Week: After 21:00 Weekend : Before 16:30	Week 7-8
	Implementer						
Matvey Nazarenko	Implementer	Writing the reports and team cooperation assignment	I like working in pairs	5.5	7.5	week: 17:30 weekend: before 16:00	Week 9-10
	Team worker						

Goals

The work team has agreed to work towards the following main objective

	<i>To plan, design, implement, test and delivery a web application for the company Kick-in(UT) that include the features of (a) search engine for communications, (b) allow authorization on person, organization or activity, (c) include attachments , and (d) be accessible in all screen sizes in the time of 11 weeks</i>
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The main objective can also be understood as the following specific objectives:

Sub goal	Specific What	Measurable Up to	Attainable How	Relevant Why	Time Bound When
1	To deliver early and well the planning and design of the web app that is satisfactory for our client	Each time a design and planning of some project part is complete each week, we are one step closer to finish whole design	Through a feedback and satisfaction interviews	To measure extend of our correct planning and design based on expectations and feedback from customer satisfaction	in at most 3 weeks
2	Implementing the core requirements of the web application that will work according to project's design	With each week at least being done implementing with one needed functionality	Programming and working with the team.	This will be the final product before optional extensions.	in weeks from 4 to 8
3	To test all functionality of the application.	100% code coverage when handing in the project.	Through Unit testing.	The application should be 100% functional.	weeks 8, 9 and 10

Behavioural rules

If the group encounters an internal problem that it cannot resolve in a negotiated manner, the group will go to this section to solve the problem through the following solution paths

Issue	Rule	After 3 times	breaking the rule, the team member affected...
Attending the meetings	All team members must attend the meetings at the time agreed upon unless specified otherwise. If attending is not possible it must be notified in 5 hours.	1	Must justify their absence to Scrum master
		2	Will be evaluated by the whole team at the next meeting
		3	Will be assigned a red card
Active participation	Division of the tasks in the team be divided according to every team members' talents, and a team member should not do the most difficult parts of the project while others do the least.	1	A group meeting is called to divide the assignments into more smaller parts.
		2	Every hard assignment is done as a group.
		3	Will be assigned a red card
Taking responsibility	All members shall be held responsible for the task assigned to them. If they are not able to complete the task in the specified time they should inform and ask for help by scrum master	1	Must explain why they are unable to perform their responsibility
		2	Will help back the member that helped them
		3	Will be assigned a red card
Not delivering my work	Notify the scrum master who will merge the branch into main, show their work to scrum master and other members if available.	1	Must explain why the deadline wasn't met
		2	Will take on a little bit of more work
		3	Will be assigned a red card
Conflict	If one or more people within the project group do not agree on something regarding the project and this results in aggressive behaviour.	1	A group meeting is called, and the problem is discussed with all the group members
		2	The scrum master of that week will give warning.
		3	The scrum master of that week will decide what is the right action to take.
Plagiarism	Getting project work from other groups is not allowed	1	The team member is given a warning by the Scrum master and is being asked to redo everything he/she copied.
		2	The team member is being asked if he/she can change his/her assignment to an assignment that he/she can do without copying.
		3	Will be assigned a red card

Finishing your work early	Once a team member finishes their work earlier than expected, they should ask for a different user story from scrum master without the condition to finish it in the same sprint.	1	Putting a deadline on individual project assignments and after deadline team discusses unfinished tasks together
		2	The team member who finishes first will pair up with the other team member in his/her assignment
		3	Hard assignments are done as a group leaving small assignments to the individual work
Bad Communication	One or more team members go their own way and do not care about what the other team members say. They do not discuss anything they do with the others.	1	The group members ask each what they are working on
		2	A group meeting is being called and the problem is discussed.
		3	The team will give a red card because of bad communication
Domination	The Scrum master is the main organizer, and Team members should listen to him	1	The others politely interrupt dominators and ask them to value their ideas too.
		2	A group meeting is called and everyone's roles in the project are specified again
		3	A time will be set for how long an individual can talk (e.g. make your points in less than 5 minutes)

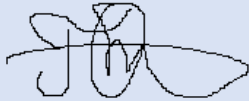
COMMITMENTS

Each member of the team has expressed their agreement with this contract and each of their commitments and that is collected in the following table:

COMMITMENTS		Team members signal				
		SW	FMQ	TG	GAP	MN
C1	As a team member, I promise to do my best to achieve the goal of the team and deliver things on time.	YES	YES	YES	YES	YES
C2	As a team member, I promise to act responsibly with my work and maintain updated the Trello project board.	YES	YES	YES	YES	YES
C3	As a team member, I am committed to being open to dialogue and constructive criticism.	YES	YES	YES	YES	YES
C4	As a team member, I agree to act with integrity and not to commit fraud.	YES	YES	YES	YES	YES
C5	As a team member, I am committed to acting as a team and helping my teammates whenever it is necessary.	YES	YES	YES	YES	YES
C6	As a team member, I promise to be honest, sincere, and respectful with my teammates.	YES	YES	YES	YES	YES

C7	As a team member, I am committed to focusing on the client's needs and wishes before my own.	YES	YES	YES	YES	YES	
C8	As a team member, I agree to always respect the role of leader and the agreements in this contract.	YES	YES	YES	YES	YES	
C9	As a team member, I declare that I have read, understood and accepted all aspects of this contract	YES	YES	YES	YES	YES	

IN FAITH OF WHICH, the Scrum master declare that all the team have read, agreed, and accepted all the conditions and commitments with the group written in this document that will be applied during module 4 Data & Information 2020/2021

	Supervisor			Scrum Master
				
NAME:			NAME:	Toghrul Garalov
DATE:			DATE:	02/05/2021