
Common Values

DELIVERABLE 1: COMMON VALUES

CHALMERS UNIVERSITY OF TECHNOLOGY

Introduction to Communication Engineering - SSY121

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GROUP 4:

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1 Decision making

1. Decisions are discussed within the group. In case of disagreement, we vote. If it ends in a deadlock, depending on the situation and time available, we will approach the managers for guidance.
2. It is important that the group creates a safe environment for members to express their ideas and thoughts. No judgement of any kind will be passed. Every step of the project is open for discussion.
3. Every meeting is documented and ends with a summary. The note taker (for the week) is assigned at the start of every meeting. They will be responsible for recording the events of the meetings and checking with the team on their progress throughout the week.
4. A group chat has been created on WhatsApp, to easily share information, address any concerns and faster communication with regards to the project.
5. The deliverables within the project should be submitted in time according to the course memo.

2 Internal delivery

1. If a group member has concerns/doubts with any work being done (technical/non-technical), it is strongly advised that the person in question notifies the other group members. The said group member can make a copy of the original work, implement their suggestions, and present it to the rest of the group.
2. The team will dedicate time to discussing the concerns raised and unanimously decide whether or not a change must be implemented.
3. Implementing minor changes, such as fixing typos, can be done independently and does not need the other members' approval. However, making any other kind of alteration to the technical content of the project is strongly discouraged.
4. To avoid making changes at the last minute, the team will strive to complete the assigned work a day before the deadline.
5. At the end of each week, the team shall save their progress in a secure location and keep that repository up-to-date at all times.

3 Meeting procedure

1. We aim to meet on campus before 5 PM. In case that is not possible due to any unforeseen circumstances, the group will convene online at the agreed-upon time. However, this might also depend on the situation and the agenda of the meeting.
2. During every meeting, whether online or in person, it is essential to have the full attention of all participants.
3. Weekly meetings will take place on Mondays. The agenda of a meeting is decided at the end of the previous one. On Thursdays, the team will have a mid-weekly stand-up/scrum to share information about any progress or roadblocks. This session will be a smaller and quicker one.
4. Group responsibilities, such as chairman, are shared among the group members.
5. It is not okay to be late for group sessions. If you cannot attend a meeting, prior notice is required.
6. If the group encounters issues with someone's punctuality, we will address it with that individual. In the case of an emergency, it's acceptable to answer the phone and keep phone usage brief.

4 Adherence to team rules

1. In case a team member does not embrace and follow the set of common values, the group will communicate this to that person.
2. If the behavior persists, the team will take the matter to be discussed with the managers.
3. Each team member will be assigned a task(s) for the week. In case they are unable to complete it/they need help, that person will bring up their issues with the team as soon as possible.

5 Organization

1. Each member of the group will be involved in the design and implementation phase of the project.
2. The documentation part will also be divided accordingly.
3. Depending on the complexity of a task and the time available, the team will unanimously divide the work amongst themselves keeping in mind every team member's capacity, knowledge, and prior experience.

6 Other team agreements

1. The Overleaf platform will be used for report and document preparation.
2. The team will have a representative during any interactions with the managers in order to have a streamlined flow of ideas and thoughts. While this is also a shared responsibility, team members will not be forced to do something they are not prepared/comfortable doing.
3. In the event of a difference of opinion, team members will refrain from using harmful/derogatory language. Everyone shall maintain decorum and recognize that the higher goal is to do good work, learn and have fun.
4. Team members will not take sides during a conflict.
5. Every one of us is here to learn. Therefore, the members will ensure that the whole process will proceed smoothly.