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# Social Contract

## Group 16

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## Agile Software Project Management [DAT257]

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## **1 Document Purpose**

The purpose of this contract is to outline the team's practices and norms during the project for the course DAT257.

## **2 Expectations**

### **2.1 For the project**

The team aims to pass the course as well as learn about agile project management and how to effectively implement it.

### **2.2 For the team members**

All team members should actively take part in the project, as well as help and support each other when problems arise.

### **2.3 During spring break**

Members are not expected to work during spring break, due to re-exams. However, they are free to do so if they wish to.

### 3 Rules and Guidelines

#### 3.1 Team Plan, Communication and Meetings

1. The group will communicate mostly using Facebook Messenger. Group members are expected to answer as soon as possible.
2. Meetings will be held regularly, primarily on weekdays. Due to the covid-19 virus there will be no meetings in person.
  - (a) Sprint retrospectives are planned for every Monday.
  - (b) Other meetings (standups) will be set spontaneously, when the need arises.
3. Every group member is expected to attend planned meetings. In case a team member is late or absent, they have to notify the others. There is no penalty for not attending.
4. The group work will be divided up equally among the team members. Depending on what parts of the project the team is currently working on, the group might divide up into pairs to work on a part together.
5. There will be no project leader, therefore all team members have the same responsibilities towards the project. The team members' more specific roles will alternate depending on what each person feels most confident working on at the time and there will also be a Scrum Master for each sprint to ensure that the project follows Scrum.
6. The group decides together if programming tasks will be done individually or in pairs.
7. The team will have regular meetings with the external stakeholder to ensure the application that we are building is creating value for them.
8. The team will throughout the project continue to review the social contract as well as the project repository and keep it up to date.

#### 3.2 Tools and Processes

1. The project process will follow an agile method, **Scrum**.
  - (a) **Trello** will be used for the scrum board.
  - (b) Each sprint will last a week. The team will reflect afterwards on the sprint in a meeting.
2. The group will use **Overleaf** (LaTeX) for documents.
3. **Git** and **Github** will be used for version control.

4. **Zoom** and **Facebook Messenger** will be used for communication.

### **3.3 Assignments and Deadlines**

1. All assignments should be handed in on time.
  - (a) For each assignment, one group member will be responsible for making sure the assignment gets turned in on time.
2. The final deadlines are set by the course's official deadlines. The team will also set internal deadlines to stay on track.

### **3.4 Decision-making**

1. The team makes decisions together as a group.
2. If the group cannot come to a unanimous decision, the team votes and the majority decides.

### **3.5 Conflicts**

1. The team tries to be open and direct with each other as well as try to communicate as much as possible to avoid conflict.
2. It is each group member's responsibility to let the whole group know in case they feel there are issues that affect their work and/or the group, so that the whole team can discuss it together.