

Collaboration Agreement for IDATG1002 2020 Group 4

Members: Eilert Tunheim, Eirik Norbye, Martin Holtmon, Martin Johansen, Erlend Johan Vannebo

Goals

Effect goals

1. Become acquainted, build trust in each other and increase motivation for the study
To achieve this, we want good communication within the group and support each other.

Result goals

1. Hand in all deliveries on schedule. To achieve this, we want clear and achievable deadlines within the group, allowing room for potential delays and time for quality control. We want an internal deadline 2-3 days before the actual deadline.

Role responsibilities

- A. *Leadership – Project leader*
 - a. Martin Johansen
- B. *Organisation of meetings (summons, preparations, minutes, management)*
 - a. **Summon/Preparations** – Martin Holtmon
 - b. **Minutes/management** – Martin Johansen
- C. *Archive/ Document responsible*
 - a. **System** – Eilert Tunheim, Erlend Johan Vannebo, Martin Holtmon
 - b. **Requirements** – Martin Johansen, Eirik Norbye
 - c. **Vision Document** – Erlend Johan Vannebo
- D. *Developing*
 - a. Martin Holtmon
 - b. Eilert Tunheim
- E. *Designing*
 - a. Martin Johansen
 - b. Eirik Norbye

Procedures for the teamwork

- A. *Meetings*

One weekly meeting every Tuesday kl. 12:15-14:00 at NTNU: Ateriet.
Everyone can summon a meeting if needed. Use the summon form and send an **email**.
- B. *Notification in case of absence or other incidents*

If you are late for a meeting or cannot attend, please notify in group chat.

C. *Documents*

Use a shared onedrive folder to hold current working word documents, timetables and excel sheets. For code, we will use gitlab.

D. *Policy for monitoring tasks*

Review progress every weekly meeting.

E. *Submission of team work*

Project leader is responsible for keeping deadlines.

We will meet at every deadline to submit work together (online meeting).

Each member is responsible for assuring quality according to their project roles.

Interaction

A. *Attendance and preparation*

It is expected to show up on time for a scheduled meeting. If a member is not able to attend- or is delayed for the meeting, it is expected to inform the rest of the group.

B. *Presence and commitment*

Computers are naturally always permitted however attention is expected during meetings, example no music/headset during meetings, no video games during group work sessions.

C. *How to support each other*

How to make all team members look forward to next session with the team.

Procedures to comment each other's work.

Show support for each other. Give constructive and relevant criticism.

D. *Disagreement, breach of contract*

Disagreement will be discussed within the group.

With breach of contract, the member will be informed of the breach. By breaching the contract multiple times, the rest of the group will be forced to take action.

Signatures

Eilert Tunheim

Eirik Norbye

Martin Holtmon

Martin Johansen

Erlend Johan Vannebo