

TEAM POLICIES

**Revision History**

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| **Version** | **Date** | **Author** | **Editor** | **Content** |
| 1.0 | 04/10/2016 | Nghia Nguyen | Nghia Nguyen | Create Document |

**DoT Team members**

1. **Lê Công Thắng**
2. **Cù Minh Luân**
3. **Du Kim Quang**
4. **Nguyễn Trọng Nghĩa**
5. **Mai Phước Hưng**
6. **Lưu Quang Minh**
7. **Lê Minh Quân**

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   1. **Purpose**

* To achieve the goal of building a team works closely, clearly, transparently and effectively
* To describe all the rules of team
* To know how to evaluate a member.
  1. **Intended Audience**

|  |  |
| --- | --- |
| **Audiences** | **Name** |
| Project Team Members | Le Cong Thang |
| Du Kim Quang |
| Nguyen Trong Nghia |
| Du Kim Quang |
| Luu Quang Minh |
| Cu Minh Luan |
| Le Minh Quan |
| Mentor | Pham Ngoc Duy |

Table 1. Intended Audiences

1. **Regulation**
   1. **Evaluation and grading**

|  |  |
| --- | --- |
| **Type of evaluation** | **Percentage** |
| Team meeting | 15% |
| Team meeting with mentor | 15% |
| Completion tasks level | 70% |
| **Total** | **100%** |

Table 2. Evaluation and grading

* 1. **Working Schedule**
* Regular working time from Monday at 1pm-2h30pm, Tuesday all day, Sartuday at 10h30am-5pm at 3PS Office.
* All the meetings during the project will be calculated as 100% 🡪 Point per day = 100%/(number of all meetings)
* Members can be late 15 minutes without subtracting point. Lateness and absence circumstances will be prescribed as follows:
  + After 15 minutes 🡪 minus 25% point per meeting
  + After 1 hour 🡪 minus 50% point per meeting
  + After 2 hours 🡪 minus 75% point per meeting
  + Be late with legitimate reason 🡪 No punished
  + Absent with legitimate reason (he/she has to email to leader and mentor before 1 day) 🡪 No punished (E.g.: family problems, illness)
  + Absent without reason 🡪 minus 100% point per day
  1. **Team meeting with mentor**
* On Saturday morning from 9:00 AM to 12:00 PM, all members have to be on time.
* All the meetings during the project will be calculated as 100% 🡪 Point per meeting = 100%/(number of all meetings)
* Lateness and absence circumstances will be prescribed as follows:
* After 1 minutes 🡪 minus 25% point per meeting
* After 30 minutes 🡪 minus 50% point per meeting
* After 1 hour 🡪 minus 75% point per meeting
* Come late with legitimate reason and approved by mentor 🡪 No punished
* Absent with legitimate reason (he/she has to email to leader and mentor before 1 day) 🡪 No punished (E.g.: family problems, illness)
* Absent without reason 🡪 minus 100% point per meeting
  1. **Completion task level**

Each member will receive specific task work by leader. Members are responsible for completing assigned work on time. Formula is used for calculate the Completion task level.

1. **Formula**

Completion task level (CTL) =

Team Meeting score (TMS) =

Meeting with mentor score (TMMS) =

*Individual Score = TMS\*15% + TMMS\*15% + CTL\*70%*