Social Contract

Project team name: PHISH

Name	Email	Phone
Pontus Nellgård	pontus.nellgard@gmail.com	0737286560
Johan Fridlund	cladnic@gmail.com	0735648149
Adrian Håkansson	adrianhakansson99@gmail.com	0707926276
Zakaria Hersi	Jack.clashtime@gmail.com	0722767284
Jonathan Hedén	jonathan.m.heden@gmail.com	0727137771
Alexander Tepic	alexander.tepic@hotmail.com	0737045871
Lukas Carling	lukas.carling@gmail.com	0725122233

Team Structure

1. **Leadership structure:** Rotational, i.e., each team member will act as SCRUM master during at least one sprint.

2. **Decision-making policy:** By majority vote

3. **Team Recorder:** Pontus Nellgård.

4. **Manager of all required turn-ins:** Everyone

5. **Day, time, and place for regular team meetings:** Besides the weekly delivery, each week the team will have one longer meeting on Wednesdays and two-to-three additional meetings agreed upon during the previous week. (On Discord)

6. **The usual method of communications:** Discord

Team Procedures

1. **Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting?):** Following the daily standup-up meeting routine with the SCRUM-master leading the meeting and ensuring the agenda.

2. **Method of record-keeping (Who will be responsible for recording and disseminating minutes? How and when will the minutes be disseminated? Where will all agendas and minutes be stored?):** Precise record-keeping will not be applied. The *Team recorder* will keep logs of each meeting. Every sprint will also contain an overarching log/report of what has been done and will be pushed to the repo.

3. **Procedures in the absence of a team member: (will the team meet with one member absent, or must all members be present?):** Meet regardless (since there are schedule-clashes). If the *Team Recorder* cannot be present one of the other team members will fill the role.

Team Participation

1. **Strategies to ensure cooperation and equal distribution of tasks:** Utilize a virtual SCRUM-board (E.g. Trello). Try to balance the user story points according to ability.

2. **Strategies for encouraging/including ideas from all team members (team maintenance):** Continuously try to keep an open dialogue, especially during the longer Wednesday meetings.

3. **Strategies for keeping on task (task maintenance):** Set clear user stories and Definitions of Done (DoD). We will try to implement the standards in SMART goal definitions as much as possible. (Specific, Measurable, Achievable, Relevant, Time-Bound).

Personal Accountability

1. **Expected individual attendance, punctuality, and participation at all team meetings:** Reasons for not attending a meeting must be made clear prior to a meeting.

2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:** Each member is assumed to fulfil 15-18h work-weeks (half-time). If one has struggles the Discord server is open for chats and should be checked daily by all members. Each sprint has a specific number of tasks meant to be fulfilled as to successfully push a minimum viable product (MVP). The tasks are chosen at the first meeting after each sprint demonstration.

3. **Expected level of communication with other team members:** The weekly meetings and responding in the discord chat rooms in case of struggle.

4. **Expected level of commitment to team decisions and tasks:** The tasks for each sprint must be decided upon in accordance with the groups' ambition and to secure a MVP.

Consequences of breach of contract

1. **Peer-evaluation after each sprint delivery:** If there is some incongruity regarding the performance level of members this can also be raised following the daily standup meetings. If there is consensus in the group that a member is slacking this will be brought to the person's attention and given one week of time prior to being reported to the superiors.

Certification by Team members

In appending your signatures below, you are stating that:
a) You participated in formulating the standards, roles, and procedures of this contract;
b) You have agreed to abide by these terms and conditions of this contract;
c) You understand that you will be subject to the consequences specified above and may be subject to a reduction in overall course grade in the event that you do not fulfil the terms of this contract.

Name	Signature	Date
Pontus Nellgård		2020-09-03
Johan Fridlund		2020-09-03
Adrian Håkansson		2020-09-03
Jonathan Hedén		2020-09-03
Lukas Carling		2020-09-03
Zakaria Hersi		2020-09-04
Alexander Tepic		2020-09-04

Acceptance of contract by faculty

Name	Signature	Date