

Social Contract

Project team name: PHISH

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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

Definition of Done

A task or user story is “done” when each of the criterias below has been met:

- Code is peer reviewed
- Code is checked in/put in a pull request
- Code is tested
 - Code/feature passes whitebox testing
 - Code/feature passes blackbox testing
 - Code/feature passes whitebox test from the individual working on the task
 - Code/feature passes blackbox based test by another user
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- Code is documented

Scrum-board Structure

When a team member is working with tasks based on a user story and the team member has knowledge about the user story, the team member can assign themselves on the user story. This is done in order to facilitate for other team members if they have questions regarding the user story or want to work on other tasks within the user story’s breakdown.

The following points should be ensued:

- Epics and user stories are always issues.
- Tasks are notes related to a user story.
- User stories always refer to epics.
- All tasks and stories should have a size.
- All epics should have a priority.
- To assign yourself to a task write your name and size on the task note.

Workflow

During the project, we will use git and in git, we have the “master” branch where we will insert the incrementation of the previous sprint(s) but during a sprint, we will have a sprint branch where we can work with. But in order to work separately with individual tasks, we will have local branches for each group member working with their task(s). After a finished sprint, during a sprint review we will merge all the local changes to the sprint branch and from there merge it to master branch.

For testing the code (for each task) we will do a whitebox testing individual before even requesting for a review. And when you request a review as a developer you should put a init comment where you as developer guide the reviewer to the right section of the code.

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 fulfill the terms of this contract.

Name	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