

Rescue on wheels process documentation

Team 2

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1 Introduction

This document is an exploration of the process of creating the Metabot. In this document you'll gain insight into how the cooperation within the team started and evolved, agreements we made regards our cooperation, priorities set before and during the development and finally any problems encountered during the project.

2 Cooperation agreement

This chapter contains our cooperation agreement, this is a document that was created at the start of the rescue on wheels project and details made agreements and agreed upon rules of behaviour.

2.1 Communication

Our main communication channel is "Whats-app", we have made a group conversation in which we will discuss all things relevant to the project. If necessary we can use the built-in functionalities on Trello to communicate specific information about tasks but all other communication should be contained to the whats-app group. If a team member isn't reachable through the group conversation we might call him to make sure the information has come across properly.

2.2 Tools

During the project we will use the following tools (the tool names are hyper-links):

- Trello - Our digital Scrum board which we use to keep track of progress made.
- Gitlab - Remote repository for code so that we can work together on the same files and have version control.
- Google Drive - We use Google drive for storing documents before they are posted on the website or added to the documentation files. Also on here are useful links and text from team members for team members.
- Wordpress - Our Wordpress blog which contains reports of daily scrum stand-ups, coaching and sprint retrospectives.
- PyCharm - IDE for python
- IntelliJ - IDE for Java
- Raspberry Pi 3B - Platform for the entire project.

2.3 Roles

During the project we have the following roles: "Scrum-master", "Product owner", "Documentation manager" and "Team member". These roles have been divided like so:

- Damian: Scrum-master; Sprint 1 & 2, Documentation manager.
- Mohammed: Team member.
- Mustafa: Scrum-master; Sprint 3 & 4.
- Yoshio: Product owner.

Scrum-master takes care of the daily standup, retrospective and our Trello board.

Product owner is our communicator with outside parties regarding the project.

Documentation manager plans all the documentation and oversees the creation of said documentation so that the other team members can work on it in an agile way and the manager will make sure it all adds up in the end.

2.4 Tasks

During daily stand-ups we will divide the tasks and check to see if everyone is still working on something. With the degree of variation that this project brings with it, it becomes hard to assign all tasks or a group of tasks to individuals. Tasks will be divided in agreement with each other and the assignment can be tracked on our Trello board.

2.5 Expectations

We expect each member to work on their assigned tasks and try to finish them. If problems arise, the scrum-master should be notified and the problem can be discussed during a stand-up. When this is not upheld the following should happen:

- Tell the team member that he should uphold the expectations
- Discuss said failed expectations within the group
- Bring it up during a coach meeting

2.6 Educational goals

Damian: *At the end of the project I am able to create more complex systems and manage a team as a scrum-master.*

Mohamed: *At the end of the project I am more proficient in the use of hardware.*

Mustafa: *At the end of the project I am more proficient in the use of robotics and hardware.*

Yoshio: *At the end of the project I am capable of guiding the team as scrum-master and I am able to relate the product owner's wishes as delegated product owner.*

2.7 Daily stand-up

Every week we will hold a daily stand-up on monday and tuesday morning. Things discussed during these stand-ups will be posted on our Wordpress blog. The blog will be maintained by a different team member each week. The schedule for this can be found on our Google Drive. At the end of each project day we will hold another stand-up to review progress made and problems encountered during said project day.

2.8 Absence

In case of sickness or other absences, let the team know as soon as possible and try and finish your tasks at home. If a task is being done by multiple people, a re-assignment of the task might be needed and this will be brought up during the daily stand-up. In case of serious illnesses, the team member is released from his task(s) to ensure rest and optimal recovery.

3 SWOT Analysis

To start off our project in the best possible way, we needed to understand our group dynamic. How our group will behave and perform. To gain a better understanding of this dynamic our coach tasked us with the development of a 'Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis'.

This chapter contains said analysis. First, SWOT analyses of each individual member which are then combined to create a group analysis. This approach was chosen because the group itself may create different characteristics but it still consists of individual members. If we understand the members as individuals, we may get a better understanding of the group.

3.1 Individual analyses

3.1.1 Damian

	Helpful (to achieve the objective)	Harmful (to achieve the objective)
Internal origin (Personal attributes)	<ul style="list-style-type: none"> • I am a quick learner. • I am a calm and collective individual. • If I am interested in something i can spend all my time on it. • I have a decent amount of wisdom. • I am capable of quality self reflection. • I am a curious individual. • I yearn for self-improvement. • I have great leadership and conflict resolution skills. 	<ul style="list-style-type: none"> • I tend to procrastinate and only switch to higher gear under pressure of deadlines. • I find my technical skills lacking in comparison to my team members. • If I'm not completely interested or intrigued by something, I find it hard to get myself to work for or on it
External origin (Environmental attributes)	<ul style="list-style-type: none"> • My project team has a lot of bright minds from which I might be able to learn technical skills and improve my current ones. • During this project I have the opportunity to practice the Scrum-master role. 	<ul style="list-style-type: none"> • The rover has proven to be unreliable in the hardware department and might fail once again. • My team, which has more technical skills than me, might outperform me.

3.1.2 Mohamed

	Helpful (to achieve the objective)	Harmful (to achieve the objective)
Internal origin (Personal attributes)	<ul style="list-style-type: none"> • When I work on a product, I am very determined and dedicated to finishing that product and maintain quality at the same time: I will not give up till it is completely done. • I like to help my colleagues if they get stuck with their task during a project • I am capable of having a stable communication with my colleagues, because I am known to be a very social and kind person. • I am totally open to sharing my knowledge with someone else. 	<ul style="list-style-type: none"> • I am known to be a perfectionist. I want to finish the product I am working on in the best way possible. However, most of the time I tend to waste lots of precious time because I am pondering over how I can work on the product the best way possible. • I have a hard time handing out tasks during a project because I do not know whether my colleagues will be able to finish a certain task or not. • I have a hard time to wake up in the morning because I am definitely not a morning person.
External origin (Environmental attributes)	<ul style="list-style-type: none"> • I would like to meet new people to broaden my network in the future. • I will be able to learn about new technologies on hardware. 	<ul style="list-style-type: none"> • As I only got to know most of the students in my team recently, there may be a student in my team who does not put much effort in the project. • As I am a excellent student, I may get more pressure from my non-excellent students in the project, which could affect me badly.

3.1.3 Mustafa

	Helpful (to achieve the objective)	Harmful (to achieve the objective)
Internal origin (Personal attributes)	<ul style="list-style-type: none"> • Not running away from asking questions. • Healthy curiosity. • Not afraid of confrontation but usually can't be bothered with it. • Doesn't mind when bossed around as long as it's leveled. • Knows how to get along with people if he really wants to. 	<ul style="list-style-type: none"> • Quickly annoyed when someone has an improper way of speaking. • Doesn't appreciate people being or talking authoritarian to him.
External origin (Environmental attributes)	<ul style="list-style-type: none"> • Can get hands on experience with robotics. • Can expand on his hardware programming. 	<ul style="list-style-type: none"> • Sudden relationship which drags his life downhill. • Lives more than an hours trip away from school while his colleagues are near. • Started a week later with school which makes him 1 week late with his homework. • 2-days a week work. • Excellence subjects which are time consuming.

3.1.4 Yoshio

	Helpful (to achieve the objective)	Harmful (to achieve the objective)
Internal origin (Personal attributes)	<ul style="list-style-type: none"> • Able to balance perfectionism with productivity. • Perfectionist. • Productive. • Empathetic. 	<ul style="list-style-type: none"> • Appears to look irritated even when not, causing some people being afraid to ask/comment something. • Difficult to express appreciation even when truly happy with some result.
External origin (Environmental attributes)	<ul style="list-style-type: none"> • With the role, delegated product owner, I am able to get more experience in negotiation and communication. • With the role, delegated product owner, I am able to have more control over what we can make. 	<ul style="list-style-type: none"> • Two excellence students in the team. They have a higher possibility of being arrogant. This could result in being pushed over by them. • Two students in the team work 8 up to 20 hours every week.

3.2 Group analysis

	Helpful (to achieve the objective)	Harmful (to achieve the objective)
Internal origin (Group attributes)	<ul style="list-style-type: none"> • Social • Helpful to one another • No dictators • Smart • Curious • Desire to self-improve • Empathetic • Desire to create a quality product 	<ul style="list-style-type: none"> • Perfectionist • Low confidence in one another • Difficulty with being on time • Procrastination • Different skill levels amongst the team • Authority/Following commands problems
External origin (Environmental attributes)	<ul style="list-style-type: none"> • Social networking • Learning new technologies • Experiencing negotiation and communication • Learn from team members • Learn and improve scrum knowledge • Experiencing a robotics project 	<ul style="list-style-type: none"> • Ignorance from teammates • Increased pressure from excellence program • Two team members work 10 to 20 hours a week • Rover appears to be unreliable • Fear of out-performance by other team members • Differences in travel time • Excellence program extra courses and time needed for them