**Group Contract**

|  |  |  |  |
| --- | --- | --- | --- |
| Group: | **Group 1** | Date: | **03.07.2021** |

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**:

* Participate on all parts of the project to an equal degree between all group members.
* Offer help for all group members involved in the project.

**Communication**:

* Any topics related to the project shall be discussed on: Messenger, MS Teams or Discord.
* When an issue revolving around the project/ task/ requirement appears, group members should tell the group.
* Language used in the project must be understandable by all group members.
* Before any work is done on the Project, all members must agree on the decision.
* A decision must
  + have majority vote in the group, all 3 members agree or 2 out of 3 members agree and 1 disagrees.
  + include at least 2 members, in case one member for some reason is not able to participate in the decision.

**Meetings**:

* All members must be informed when and where a meeting is held.
  + All members must agree on the date and time for the meeting to be held.
* A meeting must not be scheduled later than 1 day before the date.
* When a member is not able to participate in the meeting, they must notify the other members.
* In case of an unexpected event or emergency, the member must notify the group for their absence as soon as possible.
* Meetings can be rescheduled for a different hour or day.

**Conduct**:

* Members running late must notify the rest of the group.
  + If this becomes a repeated issue, the group will issue a warning and may choose to notify the supervisors in the future.
* During meetings or group discussions, relevant topics to the project should be discussed.
* Files regarding the project must be placed in the appropriate folders on MS Teams.

**Conflict**:

* When a conflict arises during the project, the problem should first be taken care of internally in the group.
  + If these issues escalate or keep appearing, the group issues a warning and may choose to contact a supervisor.

**Consequences**:

* One-time occurrences can be forgiven depending on the reasoning.
* With repeated offenses, a warning will be issued with the consideration of involving a supervisor.
  + If the issues are deemed inexcusable or disruptive to the overall Project, a supervisor will be involved.

**Deadlines:**

* Any deadlines are discussed during meeting.
* Extra consideration of tasks must be taken 1-2 weeks before the deadline to assess the workload till the deadline.
* To avoid possible confusion and stressors, during the last week before the deadline will mainly include overview of the project and reefing, no extra workload shall be taken for the sake of adding features.

|  |  |  |
| --- | --- | --- |
| **Group Member’s Name** | **Student number** | **Signature** |
| Raimonds Vacietis | 285048 | Raimonds Vacietis |
| Adrian-Gabriel Vaitis | 304486 | Adrian-Gabriel Vaitis |
| Alexandru Malai | 304189 | Alexandru Malai |
| George-Eduard Andronache | 304460 | George-Eduard Andronache |