

# BusMe Team Agreement

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This agreement is the valid offer for joining the BusMe Team as a member of the BusMe project. By signing this document, you accept the terms mentioned in this agreement.

## **Team Goal: -**

The goal of this project team is to create a mobile application for Auckland School bus users that currently have difficulties with catching the bus, by making the best strategic decisions and completion of weekly tasks, but not limited to meetings only.

## **Duties: -**

- No matter what role you have, all members are required to share the workload evenly.
- Product owner will provide the details about the requirements for the user.
- Scrum Master will be responsible to make sure all documentation is following the Agile framework.
- Developer will decide on what tools or languages should be used for the development of the product.

## **Rights: -**

- All members have right to object to a suggestion or idea, they find unacceptable.
- Scrum Master can arrange/cancel meetings with the majority approval in favor of it.
- All members have right to access, communicate through and make changes to all communication channels used by all members by informing others of the changes been made or about to be made.

## **Rules of conduct: -**

- Should be open to Communications and respond to messages related to work within a reasonable period of time
- If you get stuck or are unsure about anything, ask for help
- Respect each other's differences
- Respect other team member's ideas
- Project work load should be shared evenly among all members
- Team members should be informed of information and changes to documentation related to project.
- Meeting place will be WZ315, unless changed by majority approval
- Meeting time will be 2pm-4pm, Monday and Thursday

## **Expectations: -**

- Team meetings are approached with a purpose of achieving weekly targets
- Members need to be accountable for completing the tasks as per assessments sheet requirements
- Must Contribute to the overall team's goal
- Everyone's expected to work professionally, as you would

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- Decisions are made, while keeping the integrity of team

## **Procedures: -**

- Meetings are postponed or canceled with a majority approval only
- If you can't make it for meetings, someone from team should be made aware of that
- All the documentation changes are informed to other team members

## **Conflict resolution process: -**

- All members agree that they will disclose all known potential conflicts of interest
- In situation of a conflict, the problem is discussed with other team members.
- Personal issues, if they become conflicts, should be resolved in a constructive manner, and if disputes seem irreconcilable even after a team meeting, should be escalated to relevant third-party mediation.
- In the event of a conflict with a third party (TA/Professor), the issue is raised with the relevant person and discussed with in other team member's presence.

## **Agreed resolutions when conflicts occur: -**

- Minor offences resolutions will be determined on a case-by-case basis within a team meeting
- For major gross misconduct incidents will be at first discussed by the team and if required escalated to the lecturer

## **Team Members Signature's: -**

**Abhimanue Sharma (Owner)**

Abhimanue Sharma

**Joshua Green (Scrum Master)**

Joshua Green

**Liam Merton (Developer)**

**Patrick Ear (Developer)**

**Sandun Anushka Ranasinghe (Developer)**