Team Code for Group IT1F1 Project Support Desk

**Meetings:**

1. We are all required to attend scheduled group meetings. We are to notify the group in our WhatsApp group or email the group leader before the meeting starts if you are going to be more than 5 minutes late. Lateness can only be tolerated for two times, after that every instance of lateness equals a warning.
2. Absence or being more than 45 minutes late for a meeting also equals a warning if the group member does not notify the group leader at least 2 hours in advance. This member might be required to do extra work to achieve equal participation to the rest of the group. The member is also required to check the minutes of that meeting to know what happened.
3. Scheduled group meetings are scheduled at least 24 hours in advance, for unscheduled group meetings lateness or absence are tolerated.
4. During meetings every member should give a quick update on what they have been working on and their process. If they experience anything that mean they might not make the deadline, they are expected to mention this here.

**Work ethic:**

1. During scheduled group meetings, when discussions are being held on specifics of the project, members are required to actively participate. This means that they should not spend time on things unrelated to the project for more than a couple minutes (sending a quick text or grabbing a coffee is fine, browsing social media or spending long times chatting with someone is not). If this happens frequently a warning might be issued.
2. The group is aiming for …

**Project management:**

1. Everyone needs to add their hours spent on the time registration sheet weekly. The sheet is to be updated on Github before 16:00 PM every Friday. In the excel sheet each member must write down the activities they did that week for the project, when they made them and how long they spend on them. The team leader then sends the combined sheet to Rene before 17:00. If a member does not fill in his sheet before 16:00 or the team leader does not send the sheet to Rene before 17:00 more than once a warning will be issued.
2. The group will discuss during each first meeting of the week if something in the project plan needs to be updated. This is to make sure the project plan stays relevant and up to date.

**Deadlines:**

1. Deadlines made with the client are in the project plan, these deadlines must be up to date and any changes in these must first be discussed with the client.
2. Internal deadlines are to be set several days before the actual deadline, this way any delays can be communicated to the client beforehand.
3. If a member does not meet the internal deadline he must discuss this with the group at least 24 hours before the deadline is due. Otherwise it will result in a warning

**Communication:**

1. Members are expected to check both their Whatsapp and mail at least once every day, if they are not reachable through these means for a day they should tell the team leader beforehand or find a way to get in contact with the group some other way.
2. The secretary writes down relevant information gathered during meetings in the minutes. This includes deadlines, decisions or general information about the project. The secretary will post these to Github within 24 hours after the meeting happening.

**Participation:**

1. Every member is expected to have spent roughly 72 hours on the project, if this is much lower than expected this member might receive a lower grade.
2. Every member is also expected to have a certain level off competency. If they do not meet this level off competency the member is expected to arrange a meeting with his study career coach to figure out what is going wrong.

**Quality assurance:**

1. Code that doesn’t stick to code conventions is considered unfinished and has to be changed before the deadline.
2. We are only to use the code techniques, styles, and level taught in class, since not all of us are at the same level. If discussed we are permitted to add advanced code if it enhances of is needed to complete the project.

**Decisions:**

1. The whole group decides what will happen, not the group leader by himself.
2. If a group decision can’t be made or agreed upon, the group Leader has the Final say. The Leader’s decision cannot be biased, but must be made to benefit the outcome (the project) and not the members.

After a member receives 3 warnings a discussion will be opened with Rene. Which can lead to this member being removed from the team.

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