

# Group contract

Team name: eMotionLess

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

## Group agreements are:

### Communication

- Preferred method of communication is Discord.
- We should respond within 12 hours unless there is a serious reason given.
- Our internal documents and work will be shared in Google Drive.
- GitLab will be used for version control and sharing programming related files.

### Decision-making

- All the decisions should be made by consensus.
- If consensus is not reached for important decisions either side will have to convince the other one.

### Participation

- Attending group meetings is mandatory unless there is a serious reason.
- If a team member cannot make it to an important meeting, the team should decide on a new meeting time soon after the original meeting was supposed to happen.
- We should have at least one meeting a week, but preferably two.
- Our weekly meeting will be online on Fridays at 10:00 (Also reserved time for in-person meetings is every Monday and Wednesday after classes)
- Each meeting should be prepared for (usually involves doing what was set as homework in the previous meeting).
- Each meeting should have an agenda and objectives, which are decided either in the previous meeting or on Discord in the session-planning tab.
- Each meeting should have its notes, taken by the notetaker.
- During the meetings, members should avoid outside distractions and focus only on the meeting.
- Be active in the meetings, suggest your own ideas or add to others, present possible problems and solutions.
- Be polite, let others express themselves and do not interrupt them. If a member is taking too much time talking, let them know and give some time to finish their thoughts.
- Avoid strong emotions, especially anger or frustration.
- Meetings should have an informal atmosphere, but the work should still be done.

## Conflict

- If a member does not participate in the project, other members should try to find out the reason. If the team fails to find the reason or help the person, the supervisor should be involved.
- If a member fails to do their assignment without an appropriate reason, they will get a strike. If a person gets two strikes, it is treated the same way as lack of participation.
- If a person is causing problems in the team with their behaviour (for example being toxic towards others) the team should try to talk with them and change their behaviour. If the attempts fail, this will be seen as sabotage of the team and supervisor will be involved.

## Team meeting roles are:

- Facilitator: Anupras Krištapavičius
- Time-keeper: Arsenij Nikulin
- Notetaker: Domas Janiūnas

Groups member's name

Signature

Arsenij Nikulin



Domas Janiūnas

Anupras Krištapavičius

