Work Time Policies

TEAM 3: Agile Elite

Sprint 2	
Scrum Master/ Project Leader	Abdul
Designers	Preston
Developers	Mike, Ed
Testers	Liam, Preston, Mike
Sprint 3	
Scrum Master/ Project Leader	Ed
Designers	Ed, Abdul
Developers	Mike
Testers	Laim, Preston
Sprint 4	
Scrum Master/ Project Leader	Abdul
Designers	Ed, Abdul
Developers	Mike
Testers	Preston, Abdul, Mike

WORK TIME POLICIES

Weekley, Wednesday 2pm via discord
*Weekend TBD via discord
Client has sent our team an invite for zoom

Absences
- What happens if someone is absent? What if they are repeatedly absent?
  - o 3 unexcused absence will result in a 5 point deduction from review grade, an additional 1 point will be deducted for further absences
- Who takes attendance at your meetings?
  - o Our lead tester Liam Cespesdes will be responsible.
- Are informal meetings counted towards a person's absences? No

Communication
- How often does your team communicate with the client? At least once a week via email or zoom meeting
- Who communicates with the client? Every team member communicates with the client as the need arises; however, the Scrum Master must communicate with the client weekly
- When/how often will you meet with the client? Starting February 16, every week Wednesday at 2pm on zoom (link has been emailed to tlewis32@radford.edu).

Missed Deadlines
- What consequences occur when a teammate misses a team-imposed deadline?
  - a missed deadline in this category will result in a 1 - 3 point deduction pending on the importance of the deliverable to the objectives of the team and circumstances
- Who is responsible for enforcing the consequence?
  - The scrum master will enforce consequences for when someone misses an internal deadline.

Sharing of files
- Where will the person completing a task store the files/data?
  https://github.com/radford-software-eng/prj-agile-elite/tree/sprint2

Virtual Collaboration
- What tools will be used to assist in virtual meetings, document sharing, knowledge repository, etc.?

  - Discord
    - Team Discord link: https://discord.gg/TRWkQn2At8
  - Zoom
  - Github
  - Jira Cloud

SUBMISSIONS/WORK-CUT OFF TIME POLICIES

Late Submissions
- What happens if someone submits the assignment late (to the professor or to the lead person)? What if they are repeatedly late?
    - a missed deadline in this category will also result in a 2 - 4 point deduction pending on the importance of the deliverable to the objectives of the team and circumstances
    - 2 late submissions will result in the team member being temporarily taken off tasks

- Who keeps track of these items?
    - the Scrum Master for that sprint

Team Member Dominance/Slacking
- What happens when a teammate overly dominates an assignment or completely slacks in their commitment?
    - An overly dominant team member will be required by the team to take time to teach other team members about the progress that was made.
    - A slacker would be required by the team to schedule time with other team members to learn what advancements the project has had in their absence.
- Who is responsible for enforcing the consequences of for dominance/slacking?
    - All team members share the responsibility of respectfully identifying slackers and overly dominant team members. The Scrum Master must ensure the matter or team member is addressed in a group meeting in a respectful and productive manner.

Sharing of files (cutoff time/date)
- Who will communicate to everyone the cutoff time, date, and submission location for internal team milestones?
    - The Scrum Master will communicate cutoff times and dates
- What happens if someone shares information after the cutoff time?
    - It's information, we'll simply encourage prompt delivery of valuable information by attaching positive review points to it.
- What is your team's document naming convention to ensure that the latest copy is being edited? **TEAM NAME_DocumentName_MM_DD**