# IT314 Software Engineering 2015-16
## (Team 28)

# Project Norms

## Project Team

| Name | Student ID |
|---|---|
| S. Chaitanya Prasad | 201301102 |
| Nidhi Pitroda | 201301404 |
| Kandarp Joshi | 201301405 |
| Khyati Mahajan | 201301456 |
| Jaimin Khanderia | 201301424 |
| Shaleen Kumar Gupta (Team Leader) | 201301429 |
| Charmi Mehta | 201301432 |
| Jay Bhatt | 201301454 |

1. Meetings must be scheduled at least once in three days.
2. Deadlines must be set such that members get enough time to complete the work-at-hand or do something substantial, and must be set regularly.
3. Every group member must attend the group meetings. If they cannot make it to the meeting, the information should be conveyed to the group at least half an hour prior to the meeting, failing which he/she has to read all the lectures and summarise them for the group.
4. Every month the group will meet for purely having fun. Includes watching a movie, or going for a group dinner/breakfast.
5. Every individual's work must be discussed and presented in every meeting.
6. 'Minutes of the Meeting (MoM's)' for every meeting must be written to keep a track of happenings in the meetings. The attendance must be taken and logged in the MoM as well.
7. The team's Slack (software for collaborations) channel must be checked regularly, at least every two hours, for updates on work, discussions and scheduling meetings.
8. Anyone may request and call a meeting but he/she should inform everyone at least 2 hours prior to the time proposed. All communication pertaining to scheduling meetings must be done in the #meetings channel on slack.
9. Make sure the mentor is invited to at least every alternate meeting so that the members know if they are going wrong well in advance.
10. Work assigned to any individual or group of individuals must be well defined and the expected outcome be properly specified. Moreover, a realistic deadline should be made for each task and adhered to, sincerely.
11. The person who does not adhere to the deadline will be punished by being made to write the documentation for the next three documents, and penalised by being made to ask an intelligible question/answer in the next lecture and also by not being invited to group discussions for exams.

12. Every piece of code must be thoroughly tested before deployment, at the very least, twice.
13. At the end of the development cycle, all the code should be thoroughly tested again after integration.
14. All members must come for all the meetings on time.