

TEAM CONTRACT

OOP JAVA PROJECT - LIBRARY MANAGEMENT SYSTEM

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I - TEAM GOALS

- To build an application close to high standards.
- To get a 1.0 (German scale) in project score.
- To create a highly motivated team with great engagement, and platform independence.
- To form the foundation for future projects, and career opportunities.

II - OBSTACLES

- Idea structuring, how to implement from idea to completion.
- To what extent can a high standard working environment be implemented?
- Testing on multiple platforms.
- Heavy workload, deadlines.
- Members' motivations.

III - MEETING NORM

- **Meeting times:** Tuesday, Friday, and Sunday, all at 4pm
- **Meeting length:** 1 hour and 30 minutes (40 minutes work, then 5 minutes break); or 2 hours (35 minutes work, then 5 minutes break)
- Tuesday meeting is held at the campus, before the Java exercise section
- Issues that are not completed in one meeting will be transferred to the next meeting.
- At the end of the meeting, an agreement about the next meeting's topics must be met.
- Nhan will write the meeting's report, and post the PDF file onto GitHub.
- Each member must come to the meeting on time. Those who could not attend on time must tell other members before the meeting, otherwise they will be charged 10 Euro to Pham Nhu Ngoc, the group's invigilator.
- In the meeting, other activities other than project topics' discussion are forbidden.

IV - WORK NORM

- **Working time:** At least 24 hours/week (or about 3-4 hours/day)

- The tasks will be decided in the meeting, and managed through Trello and Notion applications.
- On Sunday meetings, each member must report their tasks, including completed, ongoing, and future tasks.
- In the case of misunderstandings, each member must express their viewpoints for the other members. After all members have expressed their opinions, the optimal options will be selected through the team's common goals. If one member does not agree on any idea, they must give clear and solid reasoning to back up their opinions, and convince other members to follow them.
- Should any member cannot complete their tasks on time, they must tell the other members beforehand for adaptation. Otherwise, they will be charged 100 Euro to Ngoc, the group's invigilator.
- The tasks are built based on an agile process: each task is divided into smaller ones, so that one can continue should any issues arise.