Collaboration Agreement

This agreement serves as a guideline for our collaboration in semester 3. It contains basic rules and agreements to ensure effective and smooth cooperation.

All team members are responsible for adhering to this agreement and for addressing team members who do not follow the agreements.

Team Members

- **Sebas Koedam**

  - Email: sebas.koedam@hva.nl
  - Phone: 06 50250245

- **Anwar Muradin**

  - Email: anwar.muradin@hva.nl
  - Phone: 06 83331295

- **Casper Kuthe**

  - Email: casper.kuthe@hva.nl
  - Phone: 06 13515476

- **Brian Kirchoff**

  - Email: brian.kirchoff@hva.nl
  - Phone: 06 22018021

- **Sam Hos**

  - Email: sam.hos@hva.nl
  - Phone: 06 19868920

Agreements with the team

Attendance

- All team members are present at scheduled meetings and classes. If someone cannot attend, this must be communicated to the team in advance. In case communication is not possible due to unforeseen circumstances, this should be shared as soon as possible afterwards.
- When a team member is absent, they are expected to catch up on missed information themselves. The "3 strikes policy" applies for issues.
- Daily check-ins will be done via the DLO.

Three Strikes Policy

- **First strike**: A warning is given.
- **Second strike**: Another warning is given, and this is reported to the study advisor (SLB'er).

- **Third strike**: A meeting will be held with the study advisor.

Coding Conventions

- Google coding conventions will be followed for the relevant programming languages.

Communication

- Primary communication will take place via Discord. In emergencies, phone calls or WhatsApp may be used.

Scrum Master Responsibilities and Master per sprint

- The Scrum Master is responsible for organizing the weekly meetings.

- The Scrum Master is responsible for maintaining the issue board.

- The Scrum Master is responsible for updating the documentation.

- The Scrum Master is responsible for reminding the team about assignments.

- **Sprint 1**: Casper

- **Sprint 2**: To be decided

- **Sprint 3**: To be decided

- **Sprint 4**: To be decided

Task Distribution

- Tasks will be fairly distributed based on each member's skills and interests.
- Team members may indicate areas they want to specialize in, and preferences will be considered.

Time Planning

- Each team member is responsible for their assigned tasks and contributes to the project.
- If problems arise with the schedule, this must be communicated to the team as soon as possible. If no communication is given, the "3 strikes policy" applies.

Getting Stuck

- Minor problems should first be solved within the team.
- Larger problems should be discussed with the team. If they cannot be resolved quickly, the person in question must communicate this to a teacher.

Working Hours

The team will work on the project during the following hours:

- **Monday**: 9:20-17:00 working on the project
- **Tuesday**: No contact hours, project work and discussions via Discord if needed.
- **Wednesday**: 9:20-17:00 working on the project

- **Thursday**: 9:20-17:00 working on the project
- **Friday**: No contact hours, project work and discussions via Discord if needed.
- **Saturday**: No contact hours, project work if catch-up is needed.
- **Sunday**: No contact hours, project work if catch-up is needed.

If a team member cannot attend a contact hour, they must inform the team. If it is not possible to work during the scheduled hours, they must let the team know and ensure that the lost time is made up.

Meetings with the team Coach

- Meetings with the team coach will be scheduled as needed.

- The team coach will provide guidance and support throughout the project.

- **Monday**: Betweeen 9:30 and 11:30 Meeting with the team coach

Agreements with the Client

Contact Persons

- **Primary Contact Person**: Tom van Arman

    - Email: tom@tapp.nl
    - Phone: 06 13703135

- **Secondary Contact Person**: Ruth ???

    - Email: ???
    - Phone: ???

Communication

- Primary communication will take place via Whatsapp and email. In emergencies, phone calls may be used.
- All communication with the client will be in English
- Feedback from the client will be addressed within one week. If additional time is required, this will be communicated clearly.
- Any changes to the project scope or requirements will be discussed and agreed upon with the client before implementation.

Meetings with the client

- Every wednesday at 13/16pm we will meet with the client either at the marineterrein, the HvA or online. The location will be determinded in the Whatsapp group.
- The last week before the end of a spring a sprint review and sprint planning for the next sprint will be done in a single session instead of the standup at wednesday 16pm

Signed by

Sebas Koedam Sam Hos Brian Kirchoff Casper Küthe