Kodehode: Projectwork

Team agreement

	Team Member	Mobile nr.	E-mail
1)	Tord-Vincent		
2)	Stian		
3)	Mohamed		
4)			
5)			

*Make sure to personalise your team agreement. Text in boxes are only used as an example

Informal Communication We have agreed the following: - General communication on Discord - Google drive for documents - Google sheets for project management
Meetings We have agreed the following: - Google Calendar Meeting Invites - Meeting note-taking responsibilities: 1. taking notes during **all** meetings 2. Writing the meeting agenda 3. Deciding on concrete action points after meeting - **Weekly internal meetings:** Mondays 9am-9.30am - **Documenting every meeting**
Roles - *Team leader: Tord-Vincent* - *Meeting notes taker: Tord-Vincent, Stian, Mohamed* - *Deadline keeper: Tord-VIncent, Stian, Mohamed* - *Organizer:* (keeping drive organized, making sure everything is uploaded)*: Tord-Vincent, Stian, Mohamed* - *Conflict Manager:* Tord-Vincent, Stian*, Mohamed*
Making Decisions/ Resolving Conflict We have agreed the following: - Discuss in team meeting, if urgent discuss Discord - If hung up too long on discussing: vote (go with majority) - Empty the glass immediately - Handing in deliverables: put on Google Drive, Github

General Team Behavior
- Be kind, respectful, friendly, supportive - If you disagree be constructive about it - Ask for help if you need it! - Listen to others/ Try not to interrupt (as much as possible on Zoom) - Open communication, be transparent, express your feelings/ thoughts
Sanctions We hope to work in harmony together. We recognise that we have different strengths. We accept that this is a team piece of work and that we all need to fully contribute and do our best. We now agree that: ● If an individual have difficulties working with the team or on a task we will talk to each other openly and honestly and try to resolve any issue promptly and fairly ● We will talk to our academic advisor as soon as possible for **serious** issues that we cannot solve ourselves: o We define serious as: disagreements, personal or projectwise, that we are not able to solve within the team.
Team member signatures