

Team Policy

**Version1.0**

**Van Phan**

**21/04/2017**

**VERSION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version #** | **Author** | **Date** | **Editor** | **Content** |
| 1.0 | Van Phan | 21/04/2017 | Van Phan | Create document |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table of Contents

[1. Introduction 4](#_Toc481127120)

[1.1 Purpose 4](#_Toc481127121)

[1.2 Scope 4](#_Toc481127122)

[2. Team Members 4](#_Toc481127123)

[3. Detail policy 4](#_Toc481127124)

# 

# Introduction

## Purpose

* It will help all members work more focus and effectively with the team rules
* It’s help team work with a high professionalism
* It’s help team can manage well during developing Capstone Project

## **Scope**

* Project team working Capstone Project in 6 months
* Resource of team consist of 5 members
* Each member has 6 hours/day , 5days/week to work during Capstone Project

# ****Team Members****

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Telephone Number** |
| Phan Van Van | Project Manager | [phanvann1307@gmail.com](mailto:phanvann1307@gmail.com) | 01296600066 |
| Huynh Nhat Tan | Lead Architect | [kityanhem@gmail.com](mailto:kityanhem@gmail.com) | 01284735203 |
| Nguyen Vu Thang | Lead Code | moonyeu19@gmail.com | 01665812295 |
| Ngo Long Qui | Lead Test | [ngoqui31@gmail.com](mailto:ngoqui31@gmail.com) | 0943350731 |
| Tran Phu Nhuan | Lead Requirement | phunhuan1995@gmail.com | 0978051090 |

# ****Detail policy****

* + 1. *Basic Content*   
       - Working Time

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Morning | 9:00 – 12:00 | 9:00 – 12:00 | 9:00 – 12:00 | 9:00 – 12:00 | 9:00 – 12:00 | 9:00 – 12:00 |
| Afternoon | 13:00 – 16:00 | 13:00 – 16:00 | 13:00 – 16:00 | 13:00 – 16:00 | 13:00 – 16:00 | 13:00 – 16:00 |

* 1. *Regulations*
     1. *Task :*   
        - All members have the responsibility to research and contribute ideas to the development team   
        - Each member respect comments of other members and group comments  
        - All personal conflict , report to Project Manager or Mentor for early resolution  
        - All members working for benefit of team , don’t working for benefit of personal   
        - All members responsible for assigned work and finish it, if any difficulties, report to Project Manager for support  
        - Regular reports on the progress of each member, team
     2. *Meeting* :  
        - All members must be present on time in all meetings  
        - All members must prepare in advance for the meeting  
        - Respect the opinions of team members and team leaders in the meeting  
        - Make positive contributions to the meetings  
        - Do not work privately during the meeting
     3. *The Penalty*

|  |  |  |
| --- | --- | --- |
| ID | Description | Penalty |
| PN01 | Do not go to meetings (Good reason) | 15.000VND |
| PN02 | Do not go to meetings (Not good reason) | 30.000VND  Remind |
| PN03 | Meet late <15min | 10.000VND |
| PN04 | Meet late <30min | 20.000VND |
| PN05 | Meet late >30min ( Deemed not go) | 30.000VND |
| PN06 | Do not go to meetings > 2times | Report for Mentor |