

Team Policy

**Version1.0**

**Van Phan**

**21/04/2017**

**VERSION HISTORY**

Provide information on how the development and distribution of the Project Implementation Process Template was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |

* 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 |  |  |
| PN02 |  |  |
| PN03 |  |  |
| PN04 |  |  |
| PN05 |  |  |
| PN06 |  |  |