

# UNIVERSITY OF TWENTE.

## TEAM CONTRACT

Team ID: 30

Project Title: Ball on the Wall

Mentors: Puru Vaish & Venelina Pocheva

**1. Team information and their roles (What are the convenient Belbin roles for you? Mention at least 2 roles)**

The Belbin roles are Resource Investigator, Team-worker and Co-ordinator (the Social roles); Plant, Monitor Evaluator and Specialist (the Thinking roles), and Shaper, Implementer and Completer Finisher (the Action or Task roles) (refer to the link for a better understanding:

<https://www.belbin.com/about/belbin-team-roles> )

Name of the team member	Preferred roles (Belbin)	Reason to select your preference	Min. grade	Expected grade	Preferable day, time, and place to have extra meetings	Scrum master (week number)	Preferred method of communication for project
1. Jan van Zwol	Completer Finisher, Plant	I am good at keeping an overview on project and know what needs to be done	6.5	7.5	Preferably Tuesdays and Thursdays in the afternoon. Not on weekends	2,3	Discord / Zulip / Whatsapp
2. Vo Nhat Minh	Complete finisher Implementer	Experience with Backend, Algorithm	7	8	Any time on weekends, weekdays after 7.30	4,5	Discord / Zulip / E-Mail
3. Tran Duc Duc	Implementer, Monitor Evaluator	Experience in software programming and some hardware programming.	7	8	Any time, weekdays or weekends after 7 p.m.	6,7	Discord / Whatsapp / Zulip / E-Mail.
4. Daan Velthuis	Co-ordinator, Shaper	Experience as a chairman for a year	7	8	Weekdays after 7:30 PM	8,9	Discord / Whatsapp
5. Marjolein Bolten	Co-ordinator, Monitor Evaluator	Good overview of things	6.5	7.5	Weekdays evening	10	Discord / Zulip / Whatsapp
6. Ho Hoang Phuoc	Teamworker, and Implementer	Experience in front-end and using Python external Library	7	8	Any time, weekdays or preferably after 8pm in weekends	1	Discord / Microsoft Teams / GitLab / Whatsapp

# UNIVERSITY OF TWENTE.

## 2. Project Goals (Mention at least 5)

<b>What are your team goals for the project? What do you want to achieve? What skills do you want to improve or work?</b>
<i>- To gain intermediate knowledge in Python programming and the Raspberry Pi by the end of week 10 by having a working software part of our project.</i>
<i>- To develop a complete product that meets more than 90% of the requirements at the end of the module.</i>
<i>- To get experience in working together in a multidisciplinary and multicultural group during the whole module by giving more attention to effective communication using the Scrum method.</i>
<i>- Before the end of the project to develop at least a minimum viable product (MVP) that covers all the functionality.</i>
<i>- To get a better understanding of the design process from scratch to finish when physical parts are integrated with software.</i>
<i>- At the end of week 10, the project is fully tested with a coverage of 90% by using testing applications like Selenium, SonarQube,...</i>

## 3. Team Expectations (Mention at least 3 for each of the criteria)

What do you expect from the team members for the

a) Participation, b) Meetings, c) Communication, d) Conduct, and e) Conflict

<b>a) Participation (What is your group planning for team participation?):</b>
<i>- We agree not to miss any meeting unless due to something very important.</i>
<i>- We agree to pay attention to each other and give a chance to all the members to speak and share their views.</i>
<i>- We agree to announce to the other members in case of failing to attend a meeting, along with our personal circumstances.</i>
<i>- We agree to all put the same working time/effort into the project.</i>

<b>b) Meetings (What is your expectation from the team for the team meetings?):</b>
<i>- We agreed to come on time for the meetings.</i>
<i>- We agree to prepare ourselves with the ideas, and the tasks to be done before the meeting.</i>
<i>- We agree to inform each other what we have done so far after the last meetings, and what we plan to do next.</i>
<i>- We agree to make sure the meeting is orderly and structured.</i>

# UNIVERSITY OF TWENTE.

**c) Communication (How do you communicate with each other? Any rules for communication?):**

- *We agree to follow Discord, Zulip, Zoom and MSTeam for online communications.*
- *We agree to decide a venue and time for the physical meetings.*
- *We agree to behave with manners while communicating with each other.*
- *We agree to state clear, understandable questions and problems on our online communication channels.*
- *We agree to react within reasonable time to each other's messages.*

**d) Individual Accountability (What is your expectation level for each individual in your team for fulfilling team assignments, tasks, and accomplishing deadlines?):**

- *We agree that if a team member does not complete the assigned task in time without intimating us, this is their responsibility.*
- *We agree to communicate our tasks within the team, and if possible we send reminders to each other to have a submission on time.*
- *We agree that if a team member has made a mistake or took wrong direction in thinking or implementing. That person has to admit his mistake and do extra work to compensate for the mistakes.*




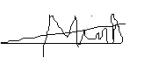

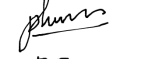
**e) Conduct (How do you follow the degree of professionalism within the team and how do you manage if any of the team members doesn't follow the conduct or fails to fulfill expectations?):**

- *We will not tolerate rudeness in meetings as it affects the quality of the project.*
- *We will be disciplined and honest throughout the project.*
- *We agree to follow the orange card procedure for a warning to the team member(s).*
- *We agree to first talk with each other if someone is not doing his/her job to make sure he/she will be doing his/her job.*
- *We agree to give constructive feedback on each other's work.*

**f) Conflict (How do you handle or how will you react to team conflicts?):**

- *We agree to discuss the problem with the entire team and mutually find a solution.*
- *We agree to discuss the problem with our mentor(s) and project coordinator if we can not identify the solution.*
- *We agree to not make any conflict personal.*

I undersigned, hereby declare that I have read, agreed, and accepted all the rules and commitments mentioned in this document and will try my best to follow these rules during the project, Course: Computer Systems, Module 5 (2021-22). If the rules are not being followed by us, we will bear the consequences as mentioned.

Commitments (C)	A signal on your commitments (Yes/No)						Team Member's Signature (Image)
	Jan van Zwol	Vo Nhat Minh	Tran Duc Duc	Daan Velthuis	Marjolein Bolten	Ho Hoang Phuoc	
- As a team member I will always be on time in all the meetings with the preparation and agenda in my mind.	Yes	Yes	Yes	Yes	Yes	Yes	  
- As a team member I will try not to be late for the deadline so that it does not affect the team progress.	Yes	Yes	Yes	Yes	Yes	Yes	  
- As a team member I will always notify my team members in case of missing meetings.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team member I will listen to my team members if they want to say something.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team member I will give feedback in a nice way to avoid conflict with my team members.	Yes	Yes	Yes	Yes	Yes	Yes	

**Module 5- Computer Systems  
(2020-21)  
Project**

**UNIVERSITY OF TWENTE.**

- As a team member I will be willing to help my other team members.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team we will make sure everybody is involved in big decisions.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team member I will be honest to my other team members.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team member I will put time and effort into the project.	Yes	Yes	Yes	Yes	Yes	Yes	
- As a team member I promise to admit and take responsibility if I make a mistake.	Yes	Yes	Yes	Yes	Yes	Yes	