

IoT Frontend Manager Team Agreement

Goal: To excel as a team to develop IoT Frontend Manager software, while producing high-quality documentation to attain excellent marks and to improve our technical/collaborative skills in the process.

Rules & Expectations:

- The product leader shall have the final say on suggested ideas.
- We will communicate via:
 - Discord
 - WhatsApp
 - Email
 - Microsoft Teams
- Primary information communications within the team will be via Discord, and via WhatsApp if communications are imminent.
- Communicate respectfully with one another.
- Attend meetings.
 - Contact team members if you are unable to attend the meeting.
 - Cover for sick team members.
- Any new change must be communicated with the team before proceeding.
- Must reply with an acknowledgement/response to any email/Discord sent to you from the team within 24 hours.
- The Product leader is the main contact for communication with the client. He must immediately communicate important emails and messages with the team.
- Aim to complete assigned tasks within the time limit assigned.
- Everyone should have equal and fair opportunity to participate in the teams' decisions.

Procedures:

- The team will adhere to all agreed policy documents posted to Trello or Microsoft Project.
- The development team will do their best to adhere to the guidelines and conventions specified on Trello or Microsoft Project.

Meeting Guidelines:

- Meetings will occur at minimum weekly.
- Meetings with mentor will occur fortnightly or weekly as required.
- Meetings with a client will occur fortnightly or weekly as required.
- Meetings must start on time.
- Any apologies must be communicated to the team at least 5 hours BEFORE the meeting takes place.

Conflict Resolutions:

- Coin Flip
- Team Vote

Rule breaking Resolutions:

- Must shout the team pizza/chocolate.
- Apologize to the team.

Research and Development Project - 2023

Signatures:

Miguel Emmara:



Otis Wales:



Munish Kumar:



Glenn Neil:

