

# Team12 Team Contract

## **Team Members:**

Gustav Magnusson: Product owner, System & Technical Designer, Technical UI.

Fredrik Askebris: **Sound Lead**, UI, VFX, Gameplay & Level Designer.

Anton Hedlund: Scrum Master, Programmer

Carolina Costa: Programmer

Benoit Martin: Sound & Music, Narrative, Generalist, **Art Lead**

Arvid Rongedal: Sound & Level

David Kruse: Level design

## **Commitments**

As a project team we will:

1. Be honest and realistic in planning and reporting project scope and workload.
2. Operate proactively, anticipating potential problems and working to prevent them before they happen.
3. Notify the Product Owner of any change that could affect the project.
4. Keep other team members informed.
5. Be flexible and supportive in the event of personal emergencies.
6. Be flexible regarding planning and scope in case of unforeseen events.
7. Focus on what is best for the project as a whole.
  
8. Be available for contact every workday between 10am-4pm.
  - Be available on discord, by voice or text.
  - If you have to leave or go away for a bit, use the AFK channel to inform the team that you are away from the computer.
  
9. See the project through to completion.
10. Update, make task and plan in Jira board

## **Team Meeting Ground Rules: Participation.**

We will:

1. Be honest and open during meetings.
2. Encourage a diversity of opinions on all topics.
3. Give everyone the opportunity for equal participation.
4. Be open to new approaches and listen to new ideas.
5. Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved as a team.

## **Team meeting Ground Rules: Communication.**

We will:

1. Be clear and to the point.
2. Keep discussions on track.
3. Use visual means to facilitate the discussion if possible.
4. Use your camera as much as possible in meetings.

## **Team Meeting Ground Rules: Decision Making**

We will:

1. Get input from the entire team before making a decision.
2. Encourage and explore different interpretations of the problem.
3. Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.
4. We vote democratically for decision making. PO has final say.
5. The product owner should always make decisions with the team and quality of the project in mind.

## **Team Meeting Ground Rules: Handling Conflicts.**

We will:

1. Regard conflict as normal and as an opportunity for growth.
2. Seek to understand the interests and desires of each party involved before arriving at answers or solutions.
3. Choose an appropriate time and place to discuss and explore the conflict.
4. Listen openly to other points of view.
5. Acknowledge valid points that the other person has made.
6. State our points of view and our interests in a non-judgmental and non-attacking manner.
7. Seek to find some common ground for agreement.

## **Meeting Guidelines**

1. Stand Up meetings will be held every workday at 10am. 15min.
2. Retrospective meetings and sprint planning will be held every Monday at 10am. 30min.
3. We lock the Game Build, Thursdays at 2pm. Hand in 4pm on thursdays.
4. Meetings will be called by Scrum Master, Anton Hedlund.
5. Meetings will be facilitated by Scrum Master, Anton Hedlund. If Anton Hedlund can't have the meeting the Product Owner will hold the meeting

# Meeting Procedures

1. Team members will come to the meetings prepared

The set agenda for standup meeting:

- What did you do yesterday?
  - If you have something to show for, show it for the group.
- What are you going to do today?
- PO's last word if the PO has something to inform.
  - Changes
  - Deadlines
  - Vision
  - Team building / dynamic
- (Approximately 15 min whole meeting)

2. Team members will notify the team if they cannot attend.
3. If decisions are made while a team member is missing they will be briefed by the team.

## Signatures & contact information (Team Members)

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