Project Name: **Gig Central**

Scrum Master:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Meetings Guidelines:**
   1. Meetings will be held every Tuesday/Thursday at 3:30pm.
   2. The scribe will issue a summary of what it was talked during the meeting later on.
   3. Keep your phone in **silence** or **vibrate** **mode** during meetings.
   4. Be quiet while a team member is presenting his report.
   5. **Record keeping** (Who will be responsible for recording & disseminating minutes?  How & when will the minutes be disseminated?  Where will all agendas & minutes be kept?):
2. **Meetings Procedures:**
   1. Meetings will begin and end on time.
   2. Team members will come to the meetings prepared.
   3. Each member will provide a brief summary of what he/she worked, will be working, and if there are any thing standing on his/her way to complete it.
   4. If a team member can not attend a meeting, he/she will notify and send a summary of what he/she worked, will be working, and if there are any thing standing on his/her way to complete it.
3. **Commitments:**
   1. Only agree to do work that we are qualified and capable of doing
   2. Be honest and realistic in planning and reporting project scope, schedule, and staffing.
   3. Operate in a proactive manner, anticipating potential problems and working to prevent them from happen.
   4. Promptly notify other team members of any changes that could affect the project.
   5. See the project through the completion.
   6. Deliveries must be submitted on time and posted on the [Staging Area](https://docs.google.com/document/d/1iylNjfON949K-K1fXOfzn09hAe5EoGhSEkFmECPvxMI/edit)
   7. *Any documents or files that have been added to the* [*Repo*](https://github.com/newmanix/itc260-sp15-gig-central) *should be annotated with a full description of the what was done.*
   8. *\*All important documentation should be saved in the* ***documentation folder*** *on the repo*
4. **Personal Accountability:**
   1. Expected individual attendance, punctuality, and participation at all team meetings:
   2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   3. Expected level of communication with other team members:
   4. Expected level of commitment to team decisions and tasks.
   5. Be respectful at all time.

1. **Team Meeting Group Rules: Participation**

We will:

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

1. **Team Meeting Ground Rules: Communication**
   1. Seek first to understand, and then to be understood.
   2. Be clear and to the point.
   3. Practice active, effective listening skills.
   4. Keep discussion on track.
   5. Use visual means such drawings, charts, and tables to facilitate discussion.
2. **Team Meeting Ground Rules: Problem Solving**

We will:

* 1. Encourage everyone to participate.
  2. Encourage all ideas (no criticism), since new concepts come from outside of our normal perceptions.
  3. Build on each other’s ideas.
  4. Use team tools when appropriate to facilitate problem solving.
  5. Whenever possible, use date to assist in problem solving.
  6. Remember that solving problems is a creative process - new ideas and new understands often result.

1. **Team Meeting Ground Rules: Decision Making**

We will:

* 1. Make decision based on data whenever feasible.
  2. Seek to find the needed information or data.
  3. Discuss criteria (time, impact, etc) for making a decision before choosing an option.
  4. Encourage and explore different interpretations of data.
  5. Get input from the entire team before a decision is made.
  6. Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.
  7. Ask all team members if they can support a decision before the decision is made.

1. **Team Meeting Ground Rules: Handling Conflict**

We will:

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

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a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*

b) *I understand that I am obligated to abide by these terms and conditions.*

c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*