

1. Team Members and Roles

Name + Phone + e-mail	Abbr.	Role/tasks	Availability
Enes Kale	Enes	Communicating with client. Providing leadership. Can help with anything / Jack of All Trades.	Mo/Fr 9.00-16.00
Mick Sieben	Mick	Communicating with client. Providing leadership.	Mo/Fr 9:00 - 16:00
Niels Dresselaerts	Niels	Help and support the team Create and work out ideas	Mo/Fr 9:00 - 16:00
Pepijn Latour	Pepijn	Creating and executing user tests	Mo/Fr 9:00 – 16:00
Lars Mombarg	Lars	Communicating with the client. Help and support the team.	Mo/Fr 9:00 – 16:00

2. Team Rules

Subject

Rule

Organization

We will be using Trello for a better overview of the project/sprint. Knowing what's finished and what should be done.

Every monday morning we will go on Trello and check what has been done and what the next steps are.

Absence

Communicate your absence to the team, if this doesn't happen for a day of absence the team will check up on the absentee. (to check if something is wrong)

2 days of consecutive absence with no or an invalid will be checked on by the team and questioned, on the 3rd day there will be consequences.

Communication

The majority of the group communication will be through whatsapp and Teams.

Whatsapp will be used for private matters, for example being late, not being able to show up, asking for help.

Teams will be used for group matters, for example sending files, voting on a topic, documents.

The client communication will mostly be face-to-face, this is to be on a more personal level with the client so we can understand them better.

Everyone is responsible for their roles and given tasks, there will be no "policing", but everyone should finish their given tasks, if there's a reason you can't, there is no shame, just let the group know on time so someone else can substitute for it or help you with it.

Leadership: provide direction and ideas on the best ways to execute our goals.

Role responsibility

Communicator: keep clear contact with the client, set up questions, do interviews, ask feedback and keep the team informed on the outcomes.

User tester: set up user tests, communicate the outcomes and document the setup and outcomes of the tests.

Innovator: provide useful research and ideas in the process of developing our products.

3. Strikes

3.1 Strike Count

Names:	Strikes
Enes K.	
Mick S.	
Niels D.	
Pepijn L.	
Lars M.	

3.2 Reasoning