

# QR Marks the Spot@MdH General policies

Version 1.0

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General Policies	Date: 2009-10-02

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
2009-10-02	1.0	Initial Copy	Soumya Kanti Chakraborty

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## 1. Introduction

### 1.1 Purpose of this document

The document aims to explain the general policies that will be followed during the course of project development. The policies will explain the mode of communication and the tools for team organization that will be used among the team members. It will also cover the document formats that will be used for documentation.

### 1.2 Document organization

General Policies document is organized as follows:

- Section 1, *Introduction*, describes the general information, scope and the intended audience of this document.
- Section 2, *General policies*, contains general policies that are applicable for the project QR Marks the Spot@MdH

### 1.3 Intended Audience

The intended audience is:

- Team members of **QR Marks the Spot@MdH** project.
- Supervisors of **QR Marks the Spot@MdH** project.

### 1.4 Scope

This document explains the rules that will be followed in the course of development of the QR Marks the Spot@MdH project. It will also have the details of file formats to be used for documentation of project.

### 1.5 Definitions and acronyms

#### 1.5.1 *Acronyms and abbreviations*

<b>Acronym or Abbreviation</b>	<b>Definitions</b>
<b>M\$</b>	Microsoft
<b>MdH</b>	Mälardalen Högskola
<b>GTalk</b>	Google Talk

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## 2. General Policies

As all the team members are from MdH at Västerås we will have more face to face meetings. The primary mode for communication among various team members and Project Supervisor will be internet (As our project supervisor is at Zagreb). The specified tools will be predominantly used among the team members. But in addition to that, different tools may be used depending on the necessities.

### Primary communication tools:

- Skype – A chat messenger having voice chat and video chat. It can also be used to share file and screen among the team.
- Google Groups – A tool for discussions and gathering opinion of group members.
- Gtalk – Primarily used as an alternative chat client along with Skype.

The tools specified in this document must be used for project discussion among team members/supervisors. No secondary tools will be used without previous discussion with team members/supervisors.

### Collaboration tools:

- Google Docs – for document sharing among team members.
- Google Calendar – for scheduling appointments and organizing meetings with supervisor/team members.
- Email (MdH email and Gmail) – for submission of week reports, and for passing any message among team members. Any email that is sent in MdH email, the same will also be copied to the Gmail account as well.
- Google Poll: for gathering the team member's opinion regarding any discussion which needs everybody's consent.
- TaskMind: for assigning and monitoring project tasks to the team.

Document formats specified in this document must be used for any kind of documentation on **QR Marks the Spot@MdH project**.

### Document formats:

- *M\$ Office Word 97-2003 Document (.doc) / Adobe Acrobat Document (.pdf) / Open Document Format (.odt)* – for text documents
- *M\$ Office Power Point 97-2003 Document (.ppt) / Adobe Acrobat Document (.pdf) / Open Document Format (.odp)* – for presentations
- *M\$ Office Excel 97-2003 Document (.xls) / Open Document Format (.ods)* – for spreadsheets