



E - Health Service General Policies

Version 0.1

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| E – Health Service | Version: 0.1 |
| General policies | Date: 2012-02-11 |
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Revision History

| Date | Version | Description | Author |
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| 2012-02-11 | 0.01 | Initial Draft | Vedran Šikić |
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1. Introduction

1.1 Purpose of this document

The purpose of this document is to have unified information about general project policies

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of this guide, used documentation during developing process etc.

1.3 Intended Audience

The intended audience is:

- All project members
- Supervisor and anyone else involved with the project

1.4 Scope

This document addresses general project policies, such as communication, meetings, weekly reports and other miscellaneous project topics.

2. Communication

Official communication tools are:

- Face to face meetings
- Skype chat
- E-mail
- Google groups

3. Documentation and code sharing

Google Drive should be used for documentation sharing. SVN must be used for code sharing.

4. Meetings

Since team members have pretty full schedules, there will be no strictly defined team meeting each week, but it will be meetings will be dynamically decided when it is necessary. Each bigger meeting, where major decision was decided, should be documented in MoM document. Each MoM document should follow this naming convention: XX_MoM (example 01_MoM), with a brief description of location and meeting type.

5. Week reports

Each team member will upload his week report to Google Drive folder in specified subfolder, using following naming convention: XX_WR_Surname_Name. Example of usage (44_WR_Sikic_Vedran should be uploaded to /Week Report/Week 44 folder in Google Drive). Week reports should be uploaded no later than every Sunday at 23:59.

Project leader will create summary week report and upload it to DSD website using following naming convention: XX_SWR.