

LINK ANALYSIS TOOL

**Link Analysis Tool
General Policies**

Version 1.1

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

Revision History

Date	Version	Description	Author
2010-09-29	0.1	Initial Draft	Dominik Rojković
2010-09-30	0.2	Meetings dates updated, Added new abbreviations	Dominik Rojković
2010-10-03	0.3	Naming policy updated, Week report deadline updated	Dominik Rojković
2010-10-04	0.4	Naming policy updated, Week report policy changed	Dominik Rojković
2010-10-07	0.5	Meetings dates updated, Minor mistakes	Dominik Rojković
2010-11-08	1.0	Added task based communication pyramid to communication policy chapter; Added new abbreviation; Changed general meetings' style; Updated naming policy; Added rule in Week report policy chapter	Dominik Rojković
2010-12-18	1.1	Grammatical and spelling errors corrected; Definitions and acronyms chapter updated; Images 1 & 2 in the communication policy chapter changed; Content of the communication policy chapter updated; Meeting policy revised; Meetings' description revised; Collaboration & naming policy chapter revised	Dominik Rojković

Doc. No.:

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

1. Introduction

1.1 Purpose of this document

The purpose of this document is to give explanation of general policies. It gives explanation of communication policies, meeting policy, naming policies, week report policies and collaboration tools used for the *LinkAnalysisTool* project.

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of these general policies;
- Section 2, *Communication policy*, describes the ways of the communication;
- Section 3, *Meeting policy*, specifies styles and frequencies of the meetings;
- Section 4, *Collaboration policy*, describes rules for usage of collaboration tools;
- Section 5, *Naming policy*, describes naming convention;
- Section 6, *Week report policy*, describes rules for submission of week reports.

1.3 Intended Audience

The intended audience is:

- All *LinkAnalysisTool*'s team members,
- The supervisor,
- The customer.

1.4 Scope

The scopes of this document are all policies considered as general policies. Some type of policies, like SVN and coding are distinguished as separate policy.

1.5 Definitions and acronyms

1.5.1 Acronyms and abbreviations

Acronym or abbreviation	Definitions
MoM	“Minute of Meeting” document
WR	Week report
GG	Project’s Google groups
SVN	Subversion
LAT	Link Analysis Tool
AO	Adrien Olivier
DR	Dominik Rojković
HAK	Hassan Aziz Khan
PB	Petar Butković
PD	Petar Dučić

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

RK	Rashid Khan
SMH	Seyed Morteza Hosseini
IC	Igor Čavrak – the supervisor
BB	Branko Beslač – the customer

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

2. Communication policy

Team members should communicate based on their roles, in the first place, according to the next pyramid:

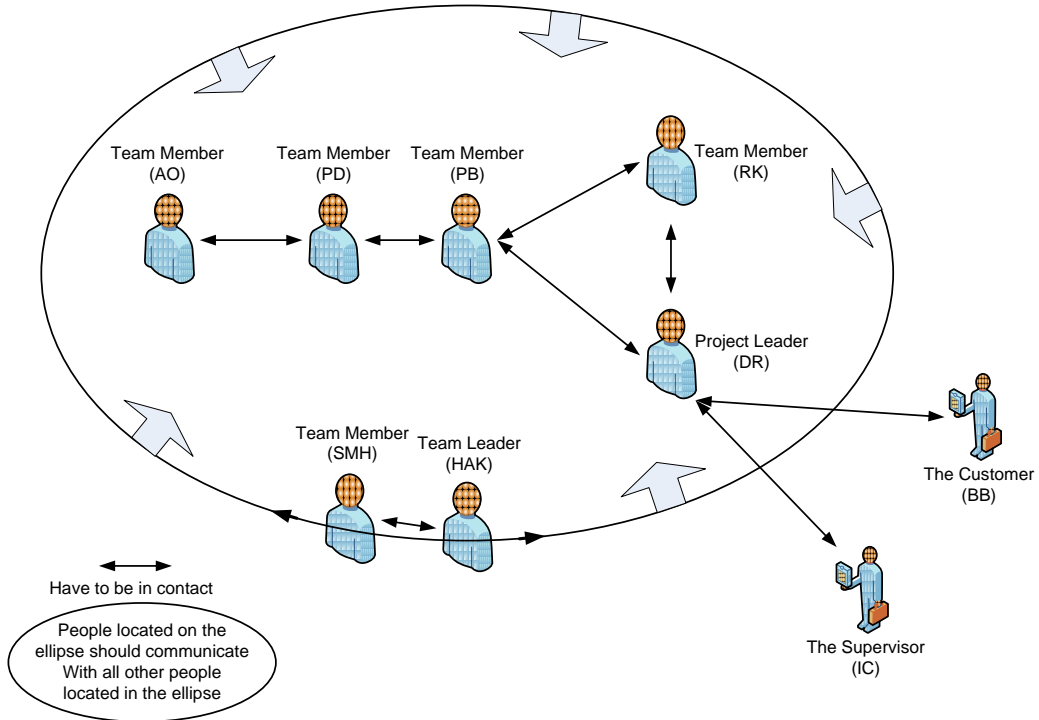


Image 1: Task based communication pyramid

Image 1 describes communication between people which is the most important and shown contacts have to be established.

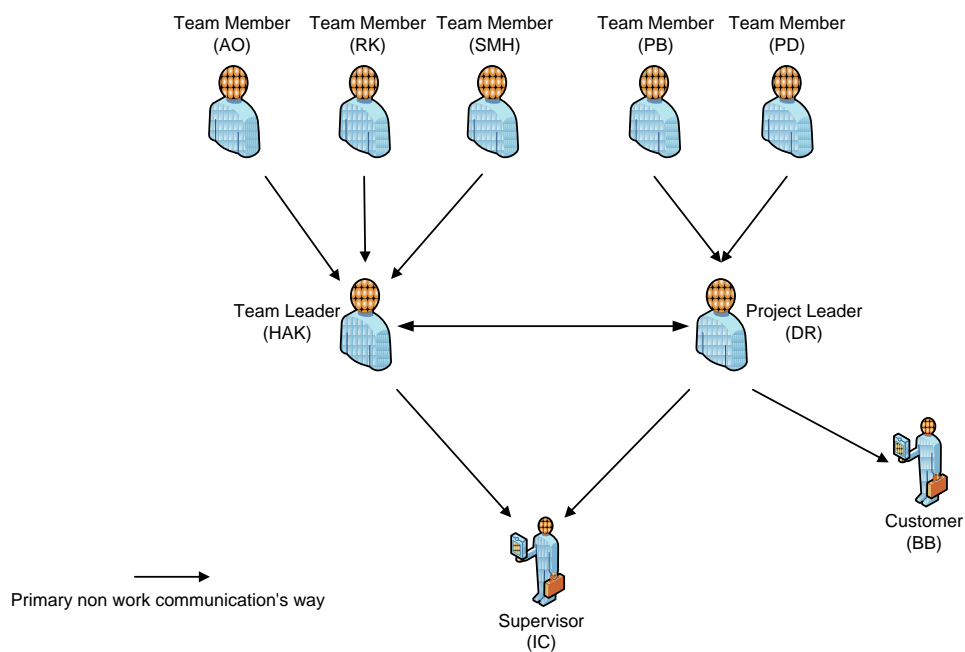


Image 2: Communication pyramid

Communication connected with problems in organization and all other (private) problems

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

which aren't directly connected with project work should be should be carried out according to Image 2.

All other communication ways could be used if primary (according to image 1 and 2) way isn't possible in the time of need.

Primary communication tools used in this project are:

- *Skype* – primary communication tool for group meetings and synchronous communication;
- *Google Groups* (<http://groups.google.com/group/dsd-link-analysis-tool>) – primary communication tool for discussions;
- *Email* – primary communication tool for asynchronous communication;

Note: each member should **check for news** on these 3 tools **at least every 2 days!**

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

3. Meeting policy

This policy specifies 3 different types of meetings, their style and frequency.

Note 1: Take notes at every meeting and publish it to **GG** (to appropriate topic) after the end of the meeting.

Assign a note taker (a scorer):

- Who has attended?
- Which topics have been discussed?
- Key decisions reached.
- Next Steps (action items):
 - Who needs to accomplish which task(s) — list team members.
 - Start and end date of task (add to Google calendar).
 - Concise description of task(s)

Note 2: For every/important meeting make **MoM** document from written notes.

Note 3: Supervisor is invited to attend any meeting.

3.1 Global (General) meetings

This type of meeting is for all team members. Team will discuss about all general topics and key themes important for good team & work. It is used for sharing information between all team members, also.

Style: Skype audio / video conference between 2 or maximum 3 sides (1 in Croatia and 2 in Sweden).

Frequency:

- Every 2 weeks on Thursday at 8 p.m.
(Starting from week 40(2010-10-01) till week 49 (2010-12-01)).
- Every week on Thursday at 5 p.m.
(Starting from week 49(2010-12-01) till the end of project).

3.2 Local meetings

This type of meeting should be attended by all members who live in the same town or one area. Members will discuss about important local topics with their team leader.

Style: Local meeting at defined place.

Frequency:

- In Västerås – every week on Tuesday at 5 p.m.
- In Zagreb – every week on Thursday at 4 p.m.

3.3 Leaders meetings

This type of meeting should be attended by team leaders on both sides only. It is reserved for discuss about leadership & project management. Team leaders will be more informed and in narrow contact through this type of meeting.

Style: Skype audio / video conference between 2 sides.

Frequency:

- Twice a week:
 - On Monday at 5:30 p.m.
 - On Wednesday at 5:30 p.m.

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

4. Collaboration policy

Tools specified in the next list can be used for the collaboration.

Collaboration tools available in our team:

- **Doodle** – primary poll’s tool for meeting organization; The world’s leading online scheduling service, Doodle takes the pain out of finding the right date and time for a group of people to meet and makes scheduling virtually effortless.
- **Google Groups** (<http://groups.google.com/group/dsd-link-analysis-tool>) – for upload (small files);
- **SVN** (<svn://lapis.rasip.fer.hr/svn/dsd10/LinkAnalysis>) – for code and documents management; Subversion (abbreviated SVN, after the command name svn) is a software versioning and a revision control system. Developers use Subversion to maintain current and historical versions of files such as source code, web pages, and documentation
- **Google Calendar** (*links available at GG*) – for scheduling appointments, milestones, and so on;
- **Main project web site** (http://www.fer.hr/rasip/dsd/projects/link_analysis_tool) – All important information, such as team members’ details & important documents & news, are located here.

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

5. Naming policy

Naming policy specifies name format for different types of documents.

Naming convention:

- **Presentations:** LAT_Present_(PresentationType)_(PresentationState),
E.g.: LAT_Present_ProjectPlan_Final
- **Minutes of Meeting:** LAT_MoM_(MeetingType)_(MeetingDate),
E.g.: LAT_MoM_LocalTeamMeeting_2010-09-14
- **Week reports:** Week_Report_Name_Surname_w(WeekNumber),
E.g.: Week_Report_John_Smith_w02
- **Summary Week reports:** LAT_SWR_W(WeekNumber),
E.g.: LAT_SWR_W40
- **Other documents:** LAT_Doc_(DocumentType)_(DocState),
E.g.: LAT_Doc_RequirementsDefinition_Draft_V0.1

Dates have to be in the next format: YYYY-MM-DD.

(DocState), (PresentationState) can be one from next list:

- Draft,
- Draft_V(VersionNumber),
- Working,
- Working_V(VersionNumber),
- V(VersionNumber),
- Final,
- Final_V(VersionNumber).

(MeetingType) can be one from next list:

- LocalSwe,
- LocalCro,
- LocalCroWithCust,
- General,
- Leaders.

Note: for other names, discuss with your team leader.

Link Analysis Tool	Version: 1.1
General Policies	Date: 2010-12-18

6. Week report policy

Each member has to make his **own week report** which must be made every week, **no later than Monday at 9 a.m.** Week reports must be written using DSD official week report template.

Week report has to be updated daily with that day's activity because of tracking members' activity.

Week reports have to be named in accordance to naming policy (chapter 5 of this document).

Week reports have to be submitted using SVN and placed into appropriate directory prepared for the week reports.

E.g. John Smith is creating and uploading week report for week 40:

- Make week report using DSD official week report template,
- Name file in accordance to naming policy: *Week_Report_John_Smith_w40*,
- Upload (with comment) file to *\trunk\Project Documents\Weekly Reports\Week40* on Monday,
- Update that WR doc daily,
- Finalize WR until Monday 9 a.m.

Note: Team member who doesn't submit the week report following the rules defined in this document will not be included in the summary week report for the week when the week report wasn't submitted.