Valhallan Studios Contract

General Rules & Things to Know

Communication

The group will communicate through Discord in the server "Valhallan Studios". If anyone requires access or needs to message outside of the server they will contact Austin/Axe at Axe#6470 or Stephanie/Manatee at Manatee Amazonia#9992.

Members are required to respond to pings within 24 hours in appropriate channels, unless otherwise indicated ahead of time that they will be unavailable. If they fail to do this they will receive a warning. If a member has received a warning for this and for the following two weeks consistently responds to pings within 24 hours, then their warning will be removed.

Pulls & Builds

At *least* once a week on Friday the Creative Director will pull all finished branches and create a build of the game in its current state to showcase. This will be presented live for the group and recorded, posted into #weekly-standup channel on the team discord.

Strike System

We will be operating on a strike system. Breaking rules of respect, or repeated issues with ethics may result in a strike. Strikes will be recorded in an admin channel including any evidence related to the strike.

Anyone receiving their first strike will be required to have a meeting with the Creative Director or Producer (determined by them who is handling the meeting). The professor will be notified with each strike, and may become involved depending on the offense. Second strike will incur another meeting, with a final warning. Anyone receiving three (3) strikes will be fired from the team. Strikes are cumulative.

Leadership

Austin Martin (Axe) - Creative Director
Stephanie Smith - Producer, Design Lead
Allyson Pyle - Mechanic & Narrative Lead
Hang Zheng - Level Design Lead
Alex Grant - Art Lead
Steven Fisher - Programming Lead

How do you know who to go to for help, questions, advice? A full organization chart will be available in the gdrive and linked in the #documentation channel in the server but as a general rule:

- Is programming related? Talk to Steven or Austin
- Is it visual Design or Art related? Talk to Alex or Austin
- Is it mechanics related? Talk to Allyson or Stephanie
- Is it narrative related? Talk to Allyson, Stephanie, or Austin
- Is it level design related? Talk to Hang or Stephanie
- Is it general Design related? Talk to Stephanie
- Administration or Documentation related? Talk to Stephanie

Behavior

Be Respectful & Polite

Feedback should be presented in a professional manner, if you are unsure how to give criticism in a professional way see this article.If a job was not yours but you think you could have done better, that is not constructive feedback. If you think you can do a better job, let a lead know and redelegation will be considered.

Don't be rude; in general this means treating others with respect right down to the way you engage with them. Be aware of your tone both in person and online, we want to build a respectful environment where team members feel encouraged to share their work both for this project and for personal projects.

This extends to other teams as well. We are not here to smack-talk each other and doing so is considered unprofessional behavior. We strive to create a welcoming and encouraging environment for not just our team, but everyone in the class. You are encouraged to share resources and advice with other teams via the class discord.

We are an inclusive team and as such will not judge team members for any reason including but not limited to lifestyle choices, disabilities, sexual orientation, sexual identity, diets, religion, or political leanings. Doing so, including using it as an excuse to not work with someone, will be grounds for a strike.

Respect Decisions, Instructions, Delegated Tasks

We want everyone to work on something that is fun for them, but every task in game design may not be the most fun to work on. You may not enjoy every task, but we ask that you respect tasks that need to be completed. You still need to work on your task.

If something really bothers you or you have concerns you can speak up to a lead, the Creative Director, or Producer. This is not to say you should accept a task that is impossible, see below for more info on that idea. Continued failure to complete tasks without valid excuses will result in a strike. Valid excuses include but are not limited to: job/work demands, demands from other classes, health (physical or mental) situations, family/friend/partner/roomate/other close relations emergency and/or special event, and unforeseen accidents/occurrences.

Be Honest

Your leadership is here to help you. If you are feeling overwhelmed or having trouble with aspects of the project that you are working on you need to communicate that as well.

If you are finding your assigned task is too much for you or you are concerned that the task is going to be unable to be completed in time you need to let your team lead know, and communicate as to why you believe the task is unable to be completed. We respect your time and don't want to give you more than you can handle.

If things are unclear or you need further assistance, please reach out to your team lead directly to request more information.

Work Ethic

Avoiding Crunch

Deadlines will be aggressive, this is to give us plenty of time to troubleshoot and/or if "life happens" it will not significantly setback the project or other members of the team. If you are working on a task and determine that it is going to require more than 30 hours in a week to get done, let your lead know as early as possible. We are not requesting any level of crunch development.

That said, part of the responsibility falls on you. You should be starting on tasks as soon as possible.If you are telling us the night a project is due that you need more time because you were too busy to work on it, there will be issues. Let us know early on that you may need more time and we will do what we can. If you don't complete a task without informing leads, this will be means for a strike.

Min Hours & Work Expected

15 Hours minimum will be expected of the team, likewise you should not be working more than 30 hours in a given workweek. If you are getting close to that let your team lead know. You will be required to record your hours in your department's Hour Sheet. These are found in the Art, Design, and Programming folders of the gdrive. If you continue to fail to record your hours you will be given a warning, and if you continue after that you will receive a strike. If you lie about hours spent, you will receive a strike.

If you have finished your tasks and have not met the 15 hour minimum, notify your lead to be assigned more tasks or get a head start on your next task.

There will be weeks that some people will have more work than others, it is the nature of the beast. Leads will do their best to balance workload between teams and individuals.

Class Attendance

Everyone is required to attend Tuesday and Thursday classes IN-person per the professors attendance policy. If you are not able to be present in person, please notify the professor and your lead, who will notify the Producer or Creative Director. Come to class prepared with everything you are able to bring in order to work on tasks. Members who are not showing up to class without an excuse and notifying the professor and lead will receive a warning, followed by a strike if this behavior does not stop.

Meetings

There will be weekly meetings during class time, and additional meetings outside of class time if needed. Based on early polls it seems that most of us have variable schedules, and so Team will be when we have our outside of class meetings. If you cannot attend a Team meeting please let your Leads know.

Team meetings will have a note taker and notes will be posted so that anyone who missed the meeting can catch up. Please be present during meetings if you can, meaning that you are engaged in the meeting and paying attention, not diverting topics into irrelevance. Additionally there will be time in meetings for questions and clarifications. Please use this time

to ask for anything you need, this way we can answer your questions as they come up and are relevant to the moment. If you think of a question after the meeting or as you work on your task you can @ your lead.

Progress Reports

There will be weekly progress reports due on Sunday evening. These progress reports should include video & or pictures of the work or work in progress versions of anything you are working on, including code. This is not intended to force people to be done with their weekly tasks on Sunday, simply to show where we are at as a team and identify any pipeline issues before they become clogs. It is also a chance to show off the work that you have so far! You are also encouraged to post screenshots or gifs of your work throughout the week in the appropriate channels.