



WORKING FROM HOME PROPOSAL

Team Lens

Ebru Sargin, Frederique Pinas, Iris Oostra and Scott Marchant

Sprint 3 – Semester 2 2021 ----- 29/11 – 17/12

Dear Teachers,

While we understand the advantages of being at school as a group and having meetings in person, we do not think that outweighs the risk the current corona virus situation anymore, especially since our group (and our families) contain multiple at risk people. The risk to catch the virus does not only exist at school, most of us have to travel via public transport for at least two hours every school day. Therefore we would like to ask you kindly to let us work from home for the remainder of the current sprint (29/11/2021 – 17/12/2021). In this document you will find our working situations, materials we need and our schedules. We are open to reevaluate the situation before starting the next sprint depending on the state of the corona virus situation at that moment.

Thank you in advance.

Sincerely,

Team Lens

Ebru Sargin, Frederique Pinas, Iris Oostra and Scott Marchant
01/12/2021

Proposal points

- Due to the uncertainty of the corona virus situation we cannot plan the Testing Friday (17th of December) yet. We want to see how the situation develops in the next week before we can decide.

Agreements in the group

- We will be having a stand-up and stand-down every day at 10 am/4 pm. Between these times everyone will be online on Discord to answer question and communicate about things.
- When we have the stand-up we write down what everyone wants to do that day in a Discord channel and check that list when we have the stand-down.
- We will be switching over to Discord completely:
 - We will have a channel where everyone can post a question they are stuck on and others can answer (unless it is a direct question of course);
 - We will have a channel where we put agreements/appointments to not forget those;
 - We will share important work updates (like finishing (a part of) a feature) when they happen. So everyone knows the current state of the work;
 - We sometimes have trouble with image loading and voice quality in Teams, we tested and this worked better in Discord;
 - We use a git-bot that updates git-related stuff in a channel.

Summary of work locations

- Frederique will be switching between working at school and at the library, this depends on the availability of teachers.
- Ebru, Scott and Iris will be working from home as much as possible.
- Scott prefers having his individual coaching sessions at school.
- Iris is still in doubt whether she wants her individual coaching sessions at school.

Materials

- Ebru will be at school in week 2 at Wednesday (for a meeting with Emma and Alexander) and can then take a Quest home if that is possible.
- Ebru already has a laptop she borrows from school.
- Frederique will be at school often enough to use a Quest when she's there.
- Frederique also has a laptop she borrows from school.
- Ebru and Frederique have earphones they can use for calls.
- Scott and Iris have headphones they can use for calls.
- Scott and Iris both have a Quest at home and do not need one from school.
- Scott and Iris also both have a desktop computer which can be used to run VR.

Thursday 02/12/2021

	Frederique	Ebru	Iris	Scott
10.00			Daily stand-up online	
day			Working from home	
16.00			Daily stand-down online	

Friday 03/12/2021

	Frederique	Ebru	Iris	Scott
09.50			Medical appointment	
11.00	Meeting with Emma offline	Meeting with Emma via Teams		
11.30	Daily stand-up online and sharing information from the meeting with Emma			
day	Working at school		Working from home	
16.00			Daily stand-down online	

Monday 06/12/2021

	Frederique	Ebru	Iris	Scott
09.00	Weekly start-up at school		Weekly start-up online	
10.00	Daily stand-up online			
11.00	Individual coaching with Kees at school			
day	Working at school		Working from home	
16.00	Daily stand-down online			

Tuesday 07/12/2021

	Frederique	Ebru	Iris	Scott
09.30 - 11.00	Driving lessons			
10.00	Daily stand-up via Discord			
11.00				Individual coaching with Kees at school
11.30			Individual coaching with Kees at school maybe	
day	Flexible		Working from home	
16.00	Daily stand-down online			

Wednesday 08/12/2021

	Frederique	Ebru	Iris	Scott
10.00	Daily stand-up online			
10.30			Meeting with Alexander and Emma about avatar creator progress.	
11.30		Meeting with Alexander and Emma. Available to pick-up hardware from school.		
day	Flexible		Working from home	
16.00	Daily stand-down online			

Thursday 09/12/2021

	Frederique	Ebru	Iris	Scott
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xx.xx	Group coaching online	
10.00	Daily stand-up online	
day	Flexible	Working from home
16.00	Daily stand-down online	

Friday 10/12/2021

	Frederique	Ebru	Iris	Scott
10.00	Daily stand-up online			
day	Flexible	Working from home		
16.00	Daily stand-down online			

Monday 13/12/2021

	Frederique	Ebru	Iris	Scott
09.00	Flexible		Weekly start-up online	
10.00			Daily stand-up online	
day	Flexible		Working from home	
16.00			Daily stand-down online	

Tuesday 14/12/2021

	Frederique	Ebru	Iris	Scott
10.00			Daily stand-up online	
day	Flexible		Working from home	
16.00			Daily stand-down online	

Wednesday 15/12/2021

	Frederique	Ebru	Iris	Scott
06.45 – 13.00	Driving theory course			
10.00	Daily stand-up via Discord		Daily stand-up online	
day	Flexible		Working from home	
16.00			Daily stand-down online	

Thursday 16/12/2021

	Frederique	Ebru	Iris	Scott
09.40 – 11.00	Driving theory exam			
11.30			Daily stand-up online	
day	Flexible		Working from home	
16.00			Daily stand-down online	

Friday 17/12/2021

(Testing Friday)

	Frederique	Ebru	Iris	Scott
10.00			Daily stand-up online	
day	Depends completely on the government and the corona situation. If everything goes wrong we will not be coming. If everything clears up we will try to all be there.			
16.00			Daily stand-down online	