

|                               |   |
|-------------------------------|---|
| Project Name                  | ...   |
|                               |   |
| Production system (if any)    | ...   |
| Test system (if any)          | ...   |
|                               |   |
| GitHub repository             | <a href="#">amosproj/amos2021ws03-teams-to-nextcloud (github.com)</a>   |
| GitHub kanban board (project) | ...   |
|                               |   |
| Team T-shirt (white)          | ...   |
| Team T-shirt (black)          | ...   |
|                               |   |
| Additional materials          | ...   |
|                               |   |
| Team meeting (THU 12:30)      | <a href="https://tu-berlin.zoom.us/j/62699058224?pwd=aIFUMG4zdINWUVAXNTlwMGRSdWJlZz09">https://tu-berlin.zoom.us/j/62699058224?pwd=aIFUMG4zdINWUVAXNTlwMGRSdWJlZz09</a> |
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| Last Name     | First Name | GitHub User Name | Email Address                      |
|---------------|------------|------------------|------------------------------------|
| Petrov        | Momchil    | Smoothex         | m.petrov@campus.tu-berlin.de       |
| Moskov        | Todor      | todormoskov      | todor.moskov96@gmail.com           |
| Balink        | Robert     | rbalink          | robert.balink@gmail.com            |
| Bin-Sumait    | Mohammed   | moeneuron        | binsumait@campus.tu-berlin.de      |
| Megrelishvili | Izabella   | -                | -                                  |
| Metodieva     | Zlatina    | zlatinametodieva | z.metodieva@campus.tu-berlin.de    |
| Miftari       | Ada        | adamiftari       | adamiftari@live.com                |
| Schneider     | Eric       | tailoric         | eric.schneider@campus.tu-berlin.de |
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| <b>Goals</b>                   | Learn the process of agile development   |
|                                | Have an enjoyable experience working together as a team                                      |
|                                | Fulfill the clients wants to the best of our ability   |
|                                | Build something we can be proud of, something useful, maintainable and beautiful             |
| <b>Meeting norms</b>           | Two daily-like meetings in a week (apart from the mandatory one on Thursday)                 |
|                                | Meetings are mandatory   |
|                                | Being late is not acceptable   |
| <b>Working norms</b>           | Decisions will be made collectively  |
|                                | Give constructive criticism, but also be able to face criticism yourself                     |
|                                | Everyone works independently or in pairs   |
| <b>Coordination norms</b>      | Product Owner leads the team meetings  |
|                                | We allocate assignments together   |
| <b>Communication norms</b>     | Every team member checks the WhatsApp Group at least once a day                              |
|                                | Respond to a message within a work-day   |
| <b>Consideration norms</b>     | Handle disagreements in direct discussions, involve the whole team if no solution was found. |
| <b>Cont. improvement norms</b> | Track progress via Kanban board.   |
|                                | We evaluate the work of others based on the quality of the job done                          |
| <b>Rewards</b>                 | Live team building as a reward   |
| <b>Sanctions</b>               | Do a small workout routine (5 push-ups / 10 squats)  |

| #  | Meeting Day | Comment                   | Coach | Product Owner | Software Developer | Release Manager | Scrum Master |
|----|-------------|---------------------------|-------|---------------|--------------------|-----------------|--------------|
| 1  | 2021-10-21  | Both POs and one SD left  | Yes   | Miftari, Ada  | Everyone else      | N/A             | Coach        |
| 2  | 2021-10-28  |                           | Yes   |               |                    |                 | Coach        |
| 3  | 2021-11-04  |                           | Yes   |               |                    |                 | Coach        |
| 4  | 2021-11-11  |                           | Yes   |               |                    |                 | Coach        |
| 5  | 2021-11-18  |                           | Yes   |               |                    |                 | Coach        |
| 6  | 2021-11-25  |                           | Yes   |               |                    |                 | Coach        |
| 7  | 2021-12-02  | Mid-project release due   | Yes   |               |                    |                 | Coach        |
| 8  | 2021-12-09  |                           |       |               |                    |                 |              |
| 9  | 2021-12-16  |                           |       |               |                    |                 |              |
| 10 | 2022-01-13  |                           | Yes   |               |                    |                 |              |
| 11 | 2022-01-20  |                           |       |               |                    |                 |              |
| 12 | 2022-01-27  |                           |       |               |                    |                 |              |
| 13 | 2022-02-03  |                           | Yes   |               |                    |                 |              |
| 14 | 2022-02-10  | Demo day / final release  |       |               |                    |                 |              |
| 15 | 2022-02-17  | Project retrospective due |       |               |                    |                 |              |
|    |             |                           |       |               |                    |                 |              |
|    |             |                           |       |               |                    |                 |              |
|    |             |                           |       |               |                    |                 |              |

| Product Vision   | Project Mission  |
|--|--|
| The reason of existence of the envisioned product (beyond this project). | The mission of this particular project (in the context of the product vision). |

| Term | Definition |
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| # | Theme | Goal | Feature Name | Est. Size (Feature) | Est. Size (Sprint) | Real Size (Feature) | Real Size (Sprint) | Burn-Down |
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| Type | Link / reference |
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