**Working Agreement**

**The core of the working agreement changed very little over the project, although some points were updated for greater clarity, with exception to point 11. Point 11 was added during week 3 after the team had decided to scrap the development branch and just use the master branch and feature-branches for all work.**

1. “Respect and listen to each other’s points of view and seek to understand them” (CUESIP Code of Conduct).
2. Aim to be on time to meetings – let someone know if you can’t make it (life happens) but do send a message saying what you did, will do and any issues if you miss a stand-up.
3. If you take a story be responsible for getting it completed – ask for help if needed or break it down if you realise it’s too big.
4. Offer help where you can (or pair program on a more challenging task).
5. Make constructive criticisms and highlight good work.
6. Look out for the team – both professionally and personally.
7. Use Team’s for communications (try to keep it open when you’re available).
8. Allocate work such that everyone can meet the assessment requirements so we can all do well together.
9. Credit everyone appropriately for their work in commits, meetings, or internal reviews. (CUESIP Code of Conduct)
10. If you have knowledge useful to the team share it on the team’s chat or in a meeting.
11. After testing an issue, pull in all changes from master before merging the feature branch into master. This keeps merge conflicts away from the master branch and contained in the features-branches.

Points 1 and 9 were directly inspired by the CUESIP Code of Conduct provided by the university. Other points have been added in response to the considerations suggested by the CUESIP guidelines.