**Working Agreement**

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. Before attempting to merge into Master, merge Master into your feature-branch so any conflicts are resolved before entering Master.

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.

Point 11 was added later on in Week 3 as we changed our workflow from using a development branch which we’d create a feature branches from, to creating feature branches directly from Master. By removing the development branch from the workflow we hoped to remove unneeded processes.