Team Standards

Work Completion	● Draft Reports Day in advance ● Development Sprint Setup Scrum (3 weeks) ● Do not adopt additional work into sprint until after checking with other members if they need help ● Use GitHub for issue tracking ● Do not do work unless it's for an issue ticket ● Do not close a ticket until someone else verifies it works and is accurate
Work Quality	● Code reviews - need 2 approvals for a pull request. Therefore everyone is held accountable for the quality of the work ● Verify tickets/issues - someone who did not develop on the ticket should manually verify that it works. They should comment on the ticket what environments they verified it on (ie Android OS version, specific Android device, etc) ● Automated testing - write unit tests for Android components while working on the ticket. Only test code where there is logic. ● Comments - talk about purpose of class and function. Any other details that might not be clear to another developer. If other developers want more comments, they should bring it up in code reviews ● Draft Review- Need 2 approvals
Meeting Attendance	● If a member can't show up mention it to the group either by email, google hangouts, or Slack
Meeting preparation (what each member is responsible for doing prior to the meeting)	● Standups - a progress report. Talk about what you did, what you worked on, any problems you have or if you are blocked. Officially close out tickets and provide actual numbers for the

	story pointing. Done via Google Hangouts ● Grooming - Assign story points based on how much time (hours) we think a ticket will take us. This is supposed to help us with planning. ● Planning - Assigning tickets to team members. Also talk about team availability for that sprint ● Retro - Talk about what went well, what went poorly, and action items. Do sprint review prep (talk about who is going to present what to the client) ● Sprint Review - Just showing the client what we worked on during the sprint ● Create an agenda prior to each meeting so team members know what to talk about
Conflict management	● If there are any problems, retro is a good time to bring it up ● If there are immediate problems, can bring it up in Google Hangouts or standup
Communication	● Communicate with client via slack, Katherine as leader ● Slack ● Bradford as SCRUM master/PM
Other	● Content in working agreement can be changed upon agreement with the team. The team can discuss any potential changes to the team standards during retro