Team Operations (Decision-Making and Etiquette)

Decision-making Process

Whenever possible, we endeavour to engage in democratic decision-making processes whereby every member of the team has an opportunity to have their say on issues of importance. When deadlocks take place, time-sensitivity prevents consultation with each team member, or other factors make democratic processes infeasible, decisions will be made unilaterally by the person holding the role of most relevance to the decision in question (matters relating to the product backlog will be decided by the product owner, those relating to testing by the test leader, and so on).

Mutual Respect

The team will at all times collaborate in a respectful manner. Under no circumstances will any member of the team direct any kind of insult, abuse, or unnecessary negative remarks to another member of the team. Disagreements may occur, but if so they are be conducted in a respectful manner; evidence will be used to support differing points of view and *ad hominem* is strictly forbidden.

Code review is *not* an excuse to make disparaging remarks about the quality of others' work, it is an opportunity to provide constructive criticism and learn from one another. Reviewers should refrain from describing others work with words like 'bad', 'sloppy', and the like. Review suggestions should be *constructive*, e.g., 'it would be better if the code included X', 'the code would adhere to our code guidelines if you made change Y', etc.

General Etiquette

- Be on-time to meetings.
- If you cannot make a meeting, give as much notice as possible.
- If you need help, ask for it.
- If someone asks for help, try and help them.
- Share knowledge, we are all here to learn.