Team Contract

1. Goals: What your team hopes to achieve

- Implement a successful project by adhering to the project plan and roadmap
- Conduct team meetings
- Learn and execute the tasks and responsibilities of Agile Methods
- Get an insight into the project roles
- Gather full business requirements of the training app from industry owner

2. Norms: Group belief about how members should behave

2.1 Meeting norms

- Mandatory meetings from Wednesday 12.30, everybody should participate in meetings regularly
- One additional weekly meeting like Sunday, everybody should participate in general (at least two people)
- Inform other team members if someone will be late and take accountability

2.2 Working norms

- If one cannot fulfill the task due to the time constraints or for any other reason, then informing the team well ahead would be expected
- Difficult tasks can be solved as a group, but split the tasks as far as possible to work independently
- Raise project related queries to the product owner and seek regular confirmations and approvals
- Finish all the assigned tasks meeting the project deadlines
- Pull principle : Everyone can take the task that they like to do

2.3 Coordination norms

- Team Coordination over WhatsApp and MS Teams
- Project Owner acts as the Leader of the team meetings and ensures the project runs on track.
- Allocate assignments: Nobody has to do all the tasks, which he or she does not want to do. However, keep track on the tasks which nobody wants to do it, allocate the task to the right person.
- Be responsible and respectful to each other

2.4 Communication norms

- Communicate over MS Teams and WhatsApp (and Zoom in case of connection issues)
- Upload the project documentation in the designated project Tool
- A quick response or acknowledgement is expected. However, inform team members well ahead if someone is not available, quick answers to a topic should be possible for everybody
- Inform team members if possible, the day before if one cannot participate in the meeting
- Communicate beforehand your personal issues (e.g., Examination period, excuses afterwards are not accepted)

2.5 Consideration norms

- Discuss relevant topics during the meetings
- Have a vote on agreement / disagreement in case of differences in ideas and opinions

2.6 Continuous Improvement norms

- Track team's progress by conducting status update meetings regularly (protocol)
- Upload / share lecture slides, documents, and other information in MS Teams

3. Rewards: How the team will celebrate achieving goals

- Celebrate special efforts or MVP of every sprint in the HALL OF FAME

4. Sanctions: How the team will address failure to abide norms

- We will make a list of the backlogs, and at the end of the project bring chocolates, make their place in the HALL OF SHAME

Nuremberg, 18 April 2021

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