**Working Agreement - Team 4 (20.11.23)**

**1.How often should we meet weekly?**

* Daily Scrum meeting at 10am on Teams

Why does this team exist? How does it align to what the business wants to achieve?

* To provide excellent functioning applications for our client.

**2. Team Motto: Collaborate, Elevate, Celebrate**

**3. Team Mission: Make functioning products to satisfy the clients.**

**4. Roles and Responsibilities**

Who is the PO? The SM?

* Product Owner - Everyone is a product owner of a user story. PO responsibility is to ensure the merge request has been properly checked before merging.
* Scrum Master - taking turns, once per week.
* Members/developers – Everyone is responsible for the code they write. Make sure your code works before pushing it to your own branch. The back up is the feature branch.

**5. Metrics**

What data will we collect to see if our products are successful? if we are as a team?

* Ensure the product works – via testing methods.
* Client satisfaction – using a feedback form

**6. Strengths and Skills**

Besides what we were hired to do, what else do we do well? What are our superpowers?

* Diverse educational backgrounds
* Good communication skills
* Friendly working atmosphere

**7. Gaps and Growth Opportunities**

What are we lacking? How will we become more cross-functional as a team? More T-shaped as individuals?

* Different levels of technical programming and we need to improve our individual technical skills.
* We also work to our strengths.

**8. Celebrate and Improve**

How do we want to celebrate successes?

* Oven Lamb food

How will we have fun together?

* Food
* Anime

How do we plan to learn from our failures?

* Self-retrospection.
* Working together as a team, team discussions, team performance reviews.

**9. Values**

Company – TBA

Scrum – Openness, Courage, Focus, Commitment, Respect

Team – Inclusion, Respect, Quality,

**10. Norms and Guidelines**

What code of conduct do we want to have pertaining to: events, decision making, communication, conflict resolution, workload, collaboration, and creating an environment where everyone feels comfortable expressing their opinions without fear?

* Events: Everyone should be present if preplanned.
* Decision making: Majority vote
* Communication: Open and frequent
* Conflict Resolution: Open conversations and discussions, open to compromising as a team.
* Workload: Even and fair, optimised to individual skillsets.
* Collaboration: As per daily scrum meetings, and clear communication, keep team updated and free to ask for help.
* Creating an Environment where everyone feels comfortable expressing their opinions without fear: Team bonding through food.

**11. Git Workflow:**

* Git branches should be feature branches and not user branches.
* Only push functional code to branches.
* Product owner ensures the merge request fits the acceptance criteria before accepting the request
* All merge requests need to carry out a code review before being accepted. Code reviews should be carried out by everyone involved in the feature.