

## Team Agreement for Group H

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<sup>1</sup>Project leader, Note taker

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<sup>3</sup>Development Team, Note taker

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## Revision History

Revision	Date	Author(s)	Description
0.1	15.02.23	Poumpouridis	Creation
0.2	16.02.23	Poumpouridis	Added Note taker, Fixed the date

# 1 Introduction

This document outlines the agreement for our Group H. The goal of this agreement is to provide a clear understanding of our roles, responsibilities, and expectations for effective collaboration and efficient work processes.

## 2 Roles and Responsibilities

### 2.1 Scrum Master: Konstantinos Poumpouridis

- Facilitates Scrum meetings and ceremonies
- Ensures team members follow Scrum framework and practices
- Removes impediments and blockers that affect team productivity

### 2.2 Note taker: Konstantinos Poumpouridis, Konstantin Malevski

- Taking notes while Scruming
- Ensures that the notes were taken during coach hours
- Is responsible for weekly notes

### 2.3 Product Owner: Dean van Deijck

- Defines product vision and goals
- Prioritizes product backlog items
- Ensures the team delivers high-quality and valuable products

### 2.4 Development Team: Konstantin Malevski, Petar Boychev, Floris Heije

- Develops and delivers product increments in Sprints
- Collaborates with the Scrum Master and Product Owner
- Follows agreed-upon technical standards and quality requirements

## **3 Communication and Collaboration**

### **3.1 Communication**

- All team members must attend and actively participate in daily Scrum meetings.
- Meetings will be held via [Discord/Teams].
- Communication must be respectful and professional.
- Use the Trello Board to share updates, progress, and blockers.

### **3.2 Collaboration**

- All team members must collaborate on tasks and work together to complete Sprints.
- If a team member is unable to complete a task, they should communicate with the Scrum Master and Product Owner immediately.
- The team must review and discuss completed work before marking it as done.

## **4 Sanctions**

### **4.1 Failure to comply with the team agreement will result in sanctions.**

### **4.2 Sanctions will be decided by the team as a whole and will not involve monetary fines.**

### **4.3 Sanctions may include but are not limited to the following:**

- Loss of voting rights in team meetings
- Removal from certain tasks or roles
- Required attendance in additional meetings to discuss progress and blockers

## **5 Conclusion**

By agreeing to this team agreement, we commit to working together effectively, communicating respectfully, and collaborating to deliver high-quality products. We understand that failure to comply with this agreement may result in sanctions.