

Team Name: Mega City Sprint Squad
Date: 3/24/2025

<p>Team Values: We build trust through open communication and honest feedback.</p> <ul style="list-style-type: none"> - We commit to quality, teamwork, and helping each other succeed. - We respect diverse perspectives and treat everyone with kindness. 	<p>Team Ceremonies: Sprint Planning- Whole team discusses goals, estimates effort, and commits to a Sprint Backlog. Daily Scrum"- Quick 15-minute check-in. - Each member answers: What I did, what I'm doing, what's blocking me." Sprint Demo/Review"- Share finished work with stakeholders. - Get feedback and make adjustments." Sprint Retrospective"- Team reflects on how we worked together.</p>	<p>Team Communication Norms: How will we communicate?Regular sync via Slack and in daily stand-ups. What tools will we use?Slack, Zoom, Jira, Confluence, GitHub. What communications norms drive interaction?Be direct but kind. Listen fully. No interrupting. When do we ask for assistance?As soon as we feel blocked. Don't wait! How will problems be solved?"Raise blockers in stand-ups or Slack. Collaborate or swarm for solutions." How will decisions be made?By consensus when possible. If needed, defer to Product Owner or Scrum Master.</p>	<p>What is the Team Definition of Done? - Code is complete and reviewed. - All acceptance criteria met. - Code is tested and passes QA. - Product Owner accepts the story. - Documentation updated if needed.</p>
<p>People and Support Norms: With respect, patience, and appreciation. Stakeholder Treatment"Professionally and courteously. Keep them informed and engaged."</p>	<p>Team Approach to Work Norms: What are expectations for our own work? What are expectations for each other's work? What are the expectations for meeting time commitments? How does the team avoid over-committing?</p>		<p>Shared Documents and Artifacts: Product Vision Product Backlog Sprint Backlog Definition of Done Burndown Charts Retrospective Notes</p>

Lab Instructions:
Overwrite the text in each section of the template. Add your thoughts.