**Team Orion – Team Working Agreement**

* **Culture**
  + Respect for all teammates, do not interrupt while someone is speaking.
  + Goalkeeper to monitor boards and deployment – rotate half weekly
* **Meetings**
  + To be on time, no later than 5 minutes.
  + Use Zoom breakout rooms for pairing.

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| **Meeting** | **Frequency** | **Duration** |
| Inception | Only once as kickoff meeting | Two hours |
| Pre-IPM | Weekly - Friday | 30 minutes |
| Iteration Planning | Weekly - Saturday | 1 hour |
| Daily Standup | Daily | 5 minutes |
| Retro | Weekly – Friday | 30 minutes |
| Clarification meeting | As needed/ad hoc | 15 minutes |

* **Technical standards**
  + Each story will be on a separate feature branch, only once the feature is completed will it have a pull request and code review by the other pair.
    - Pairs should (git) commit to their feature branch after each passing test.
  + Always create pull request to merge to release branch (master)
  + Add git workflows to master branch.
  + Pull the latest changes on feature branch before creating a pull request.
  + T-shirt sizing of stories
* **Code Review**
  + Pair should not review or merge their own changes.
  + Branches are only merge coded to the master by pull requests and need to be approved by minimum of two members of reviewing pair.
  + Review comments need to be provided by each reviewer
* **Communication**
  + Correspondence will be via Teams chat group.
    - Communicate need for any lateness, absences, and for stepping away.
  + When modifying common files communicate to the team
    - Communicate to other pair and create pull request
    - Name branch or story as a “Technical” story
* **Pairing**
  + Pairs will stay together Monday – Thursday, swap for all day Saturday
  + Same pair should work on one feature.
  + Split into pair based on their skill-set.
  + Pairs should switch the roles when implementing the feature.
  + No silos coding in case of team member is unavailable.
    - Should a member of a pair be absent for any reason then hold a clarification meeting
* Testing
  + Unit test for services and Integration test for end-to-end for all the features
  + No failed tests before any commit
  + Build should not fail when pull request is created.
  + Test cases should pass when Merge conflicts are addressed.
  + Minimum of 90% Code Coverage prior to merge