**Team Working Agreement**

🤝 **Communication:**

- Daily standups at 10 AM

- Use Teams for quick clarifications

**🧠 Collaboration:**

- Pair programming encouraged

- Review PRs within 24 hours

**⏳ Time Management:**

- Meetings start & end on time

- Focused work hours from 1 PM–4 PM

**📋 Accountability:**

- Update Jira daily

- Respect Definition of Done and Ready