

# Team Charter



# Team Values and working agreements

What are your common team values (e.g. mutual respect, open communication)?

Which responsibility do you take as a team (e.g. delivering high quality SW, continuous improvement)?

Which general rules do you commit to (e.g. punctuality, no phones in meetings, Scrum rules)?

# Definition of Done

Non-functional Requirements: coding guideline, style guide, frameworks to be used, product quality attributes (e.g. availability, response time, ...)

Programming: handling defects, refactoring, code reviews, ...

Tests: static tests, unit/integration/system/acceptance tests, regression tests, performance tests, test coverage, automation, tools, test procedure and rules (e.g. 4 eyes principle, “a new test for each fixed defect”)

Documentation: user / developer documentation, operation handbook; updates, reviews...