Team Contract

<u>Goals:</u>
- Experience agile SW development methodology in context of realistic working environment
- Working out useful requirements for a real project and discussing these with external partner
- Gain insight into cross-platform (mobile) application development

<u>Meetings:</u>
- Meetings usually take place on Wednesdays at 8.30 am, unless agreed upon otherwise
- Every member can skip meetings if notified one day in advance
- Members should be on time and prepared, to minimize discussion time

<u>Working:</u>
- The main work effort will be conducted at home and self-organized
- Criticism should come with alternative suggestions
- Inspiration/helping team members is mandatory.

<u>Coordination:</u>
- Meetings will be protocolled by the POs and the document will be digitalized and accessible for all
- For coordination, a google group is used.
- All Team decisions will be discussed. If there is no agreement, the majority will decide.
- The Scrum master has a moderating role during the team meetings.
- Interim results will be posted until Sunday 6pm into the Google Group

<u>Communication:</u>
- All official documents will be written in English
- The main communication platform will be Google Groups, with increasing urgency Mailing, and SMS/phone-calls as ultimate step
- Team members have to check emails every days (except on weekends)
- Technical/Implementation problems should be discussed in a Google Groups Sub-Thread
- Silence is interpreted as agreement

<u>Considerations:</u>
- A pleasant and collegial atmosphere leverages creativity and should be established therefore
- Everyone should be open to feedback and constructive criticism. Others' opinions and suggestions are to be respected.

<u>Continuous Improvement:</u>
- Every sprint should have a major theme/problem, and the degree of completion/solving will be discussed in the context of team-meetings
- Team members should be willing to learn and try new methods/patterns/approaches

<u>Rewards:</u>

- Success will be celebrated in a Restaurant at the end of the project time

<u>Sanctions:</u>
- A team member joining meetings late, has no right of changing/challenging already discussed topics
- Repeated lateness (more than 2 times, more than 10 minutes) results in bringing breakfast or cake and coffee for the team

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