Project Name	Bikenest
Project Name	Project 7 - Bike Nest
Production system (if any)	tba
Test system (if any)	QUESTION
GitHub repository	https://github.com/amosproj/amos-ss2021-bike-nest
GitHub kanban board (project)	https://github.com/amosproj/amos-ss2021-bike-nest/projects/1
Team T-shirt (white)	no white shirt in this group
Team T-shirt (black)	https://www.shirtinator.de/loadBasket/Rt5uogH0E4k
Additional materials:	
Google Drive	https://drive.google.com/drive/folders/1XHEAhwpWDKbTRTBVAuCJK5oQT-6f9s_n?usp=sharing&ts=6075bde5
Slack	amos-projet7-bikenest.slack.com
Miro Board	https://miro.com/welcomeonboard/dN2q72KftEDLI5GcXBRiR8Ry8VwXWrvzn6ByDn57eUBfUsGC5gjsQHofKIWkC1IZ
Figma	https://www.figma.com/file/cOsJYA19qWxTWzVtPDam2B/Untitled?node-id=2%3A1740

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Goals	• Delivering a high quality and working project. Focus hereby does not lie on considering every edge case, but on creating a functioning show case with a nice look & feel. • Learning from experts (our coach and partner as project management expert and also workshops with a system architecture expert and a user story mapping expert). • Grow and succeed with the own team by mastering challenges. • Understanding and applying the fundamentals of agile methods and app development.
Meeting norms	• Team Meetings are set on each Wednesday (12:30am - 2:00pm) and a placeholder meeting on Monday (8pm – 9pm) via Zoom. Other meetings can be set up depending on the nature of the tasks and availability of group members. • The Scrum Master will keep minutes, record decisions, questions and action items. The minutes will be stored on Google Drive and a template will follow. • The project group uses Slack to keep each other up to date via chats and other features and allows individual meet ups.

Working norms	• Everyone tries his/her best and has a high working morality. When someone struggles though, he/she can always ask for help.
	• Out of respect and to be as efficient as possible, working on a non-AMOS-relevant task while having a meeting is not tolerated.
	• Criticism is valued by all team members when given in a constructive way.
	  o Feedback Giver: Me-Message and directed towards the content and not the person. Concrete improvement suggestions are recommended.
	  o Feedback-Receiver: Thankfully accepting and in case of disagreement the issue can be constructively and respectfully discussed.
	  o If wanted the Scrum Master can act as a moderator.
	• Decisions shall be made by reaching consensus. In cases where this is not possible, decisions shall be made by the majority of votes.
	• A coding style must be agreed upon and used by everyone.

Coordination norms	• Task responsibility: Each defined task or routine has a priorly defined owner. The owner is responsible to to complete the task, though we support each other as a team when help is required. • We go the extra mile: We not only focus on our own tasks but give and receive feedback to others' work on a regular basis. This ensures we work together as a team, routinize best-practices and allows us to include new and fresh ideas. • Structure: Prior to every meeting an agenda is posted. Of course, anyone can make additions. Every meeting has a time and minutes keeper. The minutes include decisions and action items with an appointed task owner. The tasks will be worked in the kanban board.

Communication norms	• Language: Communication language is English
	• Channel: The whole team checks slack at least once a day. Depending on the tasks and sprint, we split up into smaller teams of two that will communicate in a priorly agreed way.
	• Rules:
	  a) When communicating, we respect each other and let everyone make their point.
	  b) Also, we criticize content, not the individual behind it.
	  c) If personal issues arise, they should be managed on a private level (Giving feedback and allowing the other person to react; not in front of an audience) first before reaching out to the Scrum Master.
	  d) If issues with the Scrum Master arise, the PO is contacted instead.

Consideration norms	• Within the team as well as with the coach and industry partner, we want to discuss disagreements openly. The Scrum Master will hereby act as a moderator. • In case an agreement cannot be reached, votes will be counted for a final solution and way forward.

Cont. improvement norms	• Happiness: Stand-Up Emails and the Happiness Index are regularly reviewed by the Scrum Master. • Effectiveness: At the beginning of each sprint, the team evaluates the work done in terms of "What went well?", "What can be improved?" and "Next steps: How can we improve it for the next sprint?" • Arising issues and problems will be handles through constructive and respectful discussions.
Rewards	• Meetup Nights: Virtual and casual meet ups where the team comes together. This is a great way to bond besides work topics, get to know each other and celebrate success. • Chocolate-Chip Cookies for the team whenever possible • Find at least one compliment for every team member and tell him/her in person each week.
Sanctions	• Being late (original idea!): For every minute late to a meeting, 20 push-ups have to be done. • Causing discomfort for others: Chocolate-Chip Cookies must be sent out to each member. • Violation of any other norm: Compose and sing a "I'm sorry"-Song.
FAQs	• **How much time per week do you anticipate it will take to make the project successful?** Will be defined after the first two weeks, as we still get organized. Although we will agree as a team on a maximum to ensure the work-life balance for every team member. • **How will work be divided among team members?** the tasks of PO, Srum Master and Release Manager are predefined. Besides that, every task and action item are having an owner (see coordination norms). • **How will deadlines be set?** Deadlines will set by the team after estimating the workload in accordance with the project plan and schedule (yet to be finalized). • **How will you decide who should do which tasks?** The task allocation heavily depends on the individual's role in the team and competencies. Besides that, we try to allocate workload as equally as possible and help out if anyone struggles at a certain point. • **Where will you record who is responsible for which tasks?** The Scrum Master is taking minutes and the Kanban Board and Slack are used to track it. • **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?** See Sanctions. • **How will the work be reviewed?** We give each other feedback on an informal basis during the week and do a recap after each sprint. Also, the team meetings with our coach and partner will determine the quality and progress of the work done. • **What happens if people have different opinions on the quality of the work?** Every person will have a say and can make their point, in the end everyone is able to vote. If the result is not in the end the PO and coach will have to find an agreement. • **What will you do if one or more team members are not doing their share of the work?** The Scrum Master will talk to the individual and sanctions (see sanctions) will be imposed. If the team member is not cooperating at all we reach out to the teaching team. • **How will you deal with different work habits of individual team members?** The meeting structure and use of tools allow as much freedom in terms of work habits for the individual as possible, meaning we define clear time slots and give a structure and expectations for those meetings. Apart from that each member can organize himself/herself as they see fit as long as it does not negatively impact others.

#	Meeting Day	Comment	Coach	Product Owner	Software Developer	Scrum Master	Release Manager
1	2021-04-14		Yes	Lisa Gebauer	Everyone else	Lukas Meister	N/A
2	2021-04-21		Yes	Lisa Gebauer	Everyone else	Lukas Meister	Maria Elena Gaytan Torres
3	2021-04-28		Yes	Lisa Gebauer	Everyone else	Lukas Meister	Peter Herbst
4	2021-05-05			Lisa Gebauer	Everyone else	Lukas Meister	Tobias Hassel
5	2021-05-12		Yes	Lisa Gebauer	Everyone else	Lukas Meister	Nikolai Belevantsev
6	2021-05-19			Lisa Gebauer	Everyone else	Lukas Meister	Sven Kruschel
7	2021-05-26	Mid-term due	Yes	Lisa Gebauer	Everyone else	Lukas Meister	Lisa Gruner
8	2021-06-02			Lisa Gebauer	Everyone else	Lukas Meister	Maria Elena Gaytan Torres
9	2021-06-09			Lisa Gebauer	Everyone else	Lukas Meister	Peter Herbst
10	2021-06-16		Yes	Lisa Gebauer	Everyone else	Lukas Meister	Tobias Hassel
11	2021-06-23			Lisa Gebauer	Everyone else	Lukas Meister	Nikolai Belevantsev
12	2021-06-30			Lisa Gebauer	Everyone else	Lukas Meister	Sven Kruschel
13	2021-07-07		Yes	Lisa Gebauer	Everyone else	Lukas Meister	Lisa Gruner
14	2021-07-14	Demo day!		Lisa Gebauer	Everyone else	Lukas Meister	Maria Elena Gaytan Torres
15	2021-07-21	Retrospective		Lisa Gebauer	Everyone else	Lukas Meister	N/A

Product Vision	Project Mission
The reason of existence of the envisioned product (beyond this project).	The mission of this particular project (in the context of the product vision).

Term	Definition
Bikespot	A single place inside a Bikenest used to store a bicycle.

#	Theme	Goal	Feature Name	Est. Size (Feature)	Est. Size (Sprint)	Real Size (Feature)	Real Size (Sprint)	Burn-Down

#	Theme	Goal	Feature Name	Est. Size (Feature)	Est. Size (Sprint)	Real Size (Feature)	Real Size (Sprint)	Burn-Down

Sprint	Status	Source	Impediment	Resolution

#	Feature Definition of Done	Sprint Release Definition of Done	Project Release Definition of Done

Type	Link / reference

\	Context	Name	Version	License	Comment

Last Name	First Name	Value		#DIV/ 0!	#DIV/ 0!		
Gaytan Torres	Maria Elena						
Herbst	Peter						
Hassel	Tobias						
Belevantsev	Nikolai						
Kruschel	Sven			0	No effort		
Meister	Lukas			1	Minimal effort		
Gebauer	Lisa			2	Small effort		
Gruner	Lisa			3	Medium effort		
				5	Large effort		
				8	Very large effort		
				13	Too large effort		