

# The Team Contract

## 1. Goals: What your team hopes to achieve

To create a viable Product in Atlassian Market Place

To learn Scrum framework by “doing”

## 2. Norms: Group belief about how members should behave

### 2.1 Meeting norms

Write a meeting protocol every meeting

Do not be late (not >2 minutes)

Communicate if you cannot attend

5 minute Smalltalk/Warm-Up

## **2.2 Working norms**

Do not commit anything that is not working and/or badly documented

Commit message has to be short and clear

Work division via issue assignment

Release candidate has to be ready before the team meeting

## **2.3 Coordination norms**

Organize work on current PDF deliverables in Google Drive folders and the code on GitHub

Put labels and story points on issues

Thursday meeting starts with retrospective of the previous sprint and ends with a defined plan for the next sprint

Have two internal weekly meetings (Thursday + flexible decided upon Doodle)

## **2.4 Communication norms**

Discord for voice and Telegram for written communication

Open communication during daily/weekly

## **2.5 Consideration norms**

Polls for decision making (majority rule)

On disagreement, make a second poll

Story points decision upon planning poker (discuss on disagreements and play again)

## **2.6 Continuous Improvement norms**

Kanban board on github for progress tracking

Write standup emails at least twice per week to inform others about encountered problems and your upcoming tasks

## **3. Rewards: How the team will celebrate achieving goals**

Play a round of scribble

#### **4. Sanctions: How the team will address failure to abide norms**

Minor failure: Punishment Jar --> Financing next "Team-Event"

Major failure: Punishment Issue -> issue from the board chosen by the rest of the team

Severity of penalties is decided by a poll within the team