

Goals	To create a viable Product in Atlassian Market Place	
	To learn Scrum framework by "doing"	
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	
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	
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)	
Communication norms	Discord for voice and Telegram for written communication	
	Open communication during daily/weekly	https://happy-amos.appspot.com - 2 per week
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)	
Cont. 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	
Rewards	Play a round of scribbl	
Sanctions	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	
Signatures		
Roman Kupkovic		
Emilia Kafedzhieva		
Anastasiia Sivirina		
Thu-My Huynh		
Stefan Pawlowski		
Yichang He		
Minh Duc Pham		
Wei Xie		