

<b>Goals</b>	Learning objectives: Gaining knowledge about agile methods and continuous improvement of required skill set (i.e. coding). Moreover, interpersonal relationships are also an important objective. To meet all team members with respect and working a focused but pleasure working atmosphere. Finally, we aim to achieve our defined project goals and work closely and efficient with our industry partner.
<b>Meeting norms</b>	Mandatory team meeting time is on wednesday at 12.30 for our sprint session, which takes 90 minutes. Additionally, we will meet weekly our industry partner to discuss our progress and requirements and meeting eventually a second time per week if required.
<b>Working norms</b>	Team members should discuss objectively and decisions have to be made unanimously. Overall attendance have to be above > 80% and team members have to be punctual (not later than 5 minutes!). Criticism should be formulated in a constructive manner and in case of different opinions, a compromise have to be found. We stick to our defined coding guidelines, our sprint sessions are conducted regarding to the SCRUM rules and in case of major changes in code we will notify all software developers. If team members face troubles with each other, the team is expected to support the individuals and find a solution, which fits to their opinions.
<b>Coordination norms</b>	The Scrum Master has the role of the moderator and support the team in lead us through the agenda of our meetings, the roles of Scrum, approach interpersonal problems and help us to deliver required artifacts on time. The Release manager is responsible for the technical part of every sprint - the software developers agree on the Release manager every sprint.
<b>Communication norms</b>	The sprint sessions on wednesday will be held in Zoom. Apart from our regular meeting, the team communicates via Discord, which has to be checked regularly - the response time should be within 24 hours. Personal communication, in case of urgent matters, is always possible. Our internal files platform will be a Google Drive folder.
<b>Consideration norms</b>	In case of disagreements the team discusses openly but objectively, all opinions are welcome. The majority of votes has to be made upon the impact of the decision and the urgency, in case of not achieving a compromise the Scrum master needs to be contacted.
<b>Cont. improvement norms</b>	The team progress is tracked how efficiently the team breaks down problems into tasks and if the team is able to solve all issues in the sprint session. SD's giving each other constructive feedback, if there is a more efficient solution or coding style. In case of good team collaboration (Happiness index) and productive working atmosphere we will go out for a beer.
<b>Rewards</b>	Going out for a beer and making each other compliments.
<b>Sanctions</b>	Recurring laxity in commitment of a team member have to be discussed in the team and the Scrum master tries to motivate the team member. In case of continuous decline, we contact the assistants of Prof. Riehle. For acceptable excuses, it is encouraged to notify beforehand any problems are faced.
<b>General Norms</b>	Always be kind, respect each other and discuss problems openly. Ask for assistance of Prof. Riehle if necessary.
<b>Signature</b>	Sebastian Linkies, Ronja Rehm, David Schmidt, Gajanana Shanabhag, Francesco Mazzini, Anastasia Papadaki, Ibrahim Khalid, Khaled Saifullah, Charinee Srihaolan