

# **Team Working Agreement**

## **1. Purpose**

Our team working agreement exists to help us collaborate smoothly, communicate clearly, and support each other throughout the project. We want to create an environment where everyone feels respected, heard, and accountable.

## **2. Communication**

- We will communicate primarily through our agreed channels such as Google Meet, WhatsApp and Notion.
- Messages will be acknowledged within 24 hours.
- If someone is going to be unavailable, they will notify the team in advance.
- We will keep communication respectful, constructive, and solution-focused.

## **3. Meetings**

- We will meet on our agreed schedule and start on time Saturday-4pm to 5pm(Virtually), Monday-9pm to 10pm(Virtually) and Wednesday-4:30pm to 5:30pm(In-person).
- Everyone is expected to come prepared and ready to contribute.
- If someone cannot attend, they must inform the team beforehand.
- Meeting notes or action items will be shared after each meeting so everyone stays aligned.

## **4. Work Expectations**

- Each team member is responsible for completing their assigned tasks by the agreed deadline.
- If a task becomes unclear or blocked, the team member will reach out early rather than waiting until the last minute.
- We will avoid sending all work to one person right before the deadline.
- We will divide work fairly and revisit workload distribution if someone feels overwhelmed.

## **5. Accountability**

- We hold ourselves and each other accountable in a supportive way.
- If someone misses a deadline, they will communicate why and propose a plan to get back on track.
- If a pattern of missed commitments occurs, the team will discuss it openly and respectfully to find a solution.

## **6. Collaboration**

- We will listen to each other's ideas and give everyone space to contribute.
- Decisions will be made collaboratively, and once a decision is made, the team will support it.
- We will help each other when needed and share knowledge openly.

## **7. Conflict Resolution**

- We will address conflicts early, directly, and respectfully.
- We will focus on the issue, not the person.
- If needed, we will involve the Scrum Master or another neutral team member to help mediate.

## **8. Quality Standards**

- All work submitted should meet the team's agreed-upon quality level.
- Before submitting anything, we will review our own work and, when possible, have another team member look it over.
- We aim for clarity, accuracy, and consistency across all deliverables.

## **9. Continuous Improvement**

- At the end of each sprint, we will reflect on what went well and what can be improved.
- We will choose at least two actionable improvements and incorporate them into the next sprint.
- We commit to growing as a team throughout the project.

## **10. Commitment**

By participating in this agreement, each team member commits to:

- Communicate openly
- Respect each other
- Meet deadlines
- Support the team
- Take responsibility for their work

We understand that this agreement is a living document and can be updated if the team collectively decides changes are needed.