**Team Name**: Radiant Minds

**Date Created**: November 18th 2024

**Purpose:** To establish a set of agreed-upon practices and norms that will guide our team’s interactions and workflows, ensuring effective collaboration and continuous improvement.

1. **Team Norms and Behaviors**

• **Respect and Inclusivity**: We treat all team members with respect and value diverse perspectives and ideas.

• **Accountability:** We take ownership of our tasks and responsibilities and deliver high-quality work on time.

• **Punctuality:** We respect the scheduled times for meetings and deadlines.

• **Open Communication**: We encourage open, honest, and constructive communication among team members.

• **Support and Collaboration:** We support each other and work collaboratively to achieve common goals.

**• Continuous Improvement**: We embrace feedback and proactively seek ways to improve individual and team performance.

1. **Meeting Protocols**

• **Daily Scrum:**

* + Time: 0:00 AM daily
  + Duration: 15 minutes
  + Focus: Yesterday’s work, today’s plans, and impediments

**• Sprint Planning:**

* Frequency: Beginning of each sprint
* Duration: 2 hours for a two-week sprint

**• Sprint Reviews:**

* Frequency: End of each sprint
* Duration: 1 hour for a two-week sprint

**• Retrospectives:**

* Frequency: End of each sprint
* Duration: 1 hour for a two-week sprint

• **Backlog Refinement:**

* Frequency: Weekly
* Duration: 1 hour

1. **Communication Channels and Tools**

• **Primary Communication Channels:**

Slack/Teams for daily communication, email for formal communication.

• **Document Sharing**:

GitHub for collaborative document management.

• **Meeting Tools:**

Discord for virtual meetings.

• **Response Times:**

Respond to messages within 24 hours.

1. **Decision-Making Process**

• **Decision Authority:**

Product Owner for backlog priorities, Development Team for technical decisions.

• **Decision-Making Methods:**

Consensus for major decisions, majority vote when consensus cannot be reached.

• **Escalation Procedures:**

Escalate unresolved issues to the Scrum Master.

• **Documentation:**

Document decisions in the team’s shared drive.

1. **Conflict Resolution Mechanisms**

• **Early Identification:**

Raise issues early to prevent escalation.

• **Open Discussion:**

Address conflicts openly and respectfully.

• **Mediation:**

Scrum Master to mediate conflicts.

• **Problem-Solving Techniques:**

Use root cause analysis and brainstorming to find solutions.

• **Follow-Up:**

Monitor resolution and review effectiveness in retrospectives.