Team Name: Scrum Team
Date: 7/24/2025

Team Values:

Respect: We value each team member's contributions and treat everyone with dignity.

Collaboration: We work together, sharing knowledge and supporting one another to achieve our goals.

Transparency: We maintain open and honest communication in all our interactions.

Continuous Improvement: We strive to learn, adapt, and enhance our processes and outcomes.

Team Ceremonies:

Sprint Planning:
*Held at the start of each two-week sprint on Monday at 10:00 AM.
*Team reviews the backlog, prioritizes tasks, and assigns work based on capacity and expertise.
*Goal: Define sprint goals and create a clear plan for deliverables.

Daily Scrum:
*Daily at 9:00 AM for 15 minutes via video call.
*Each member shares: What they did yesterday, what they plan to do today, and any blockers.
*Facilitated by the Scrum Master to keep it concise and focused.

Sprint Demo/Review:
*Held at the end of each sprint on Friday at 2:00 PM.
*Team presents completed work to stakeholders, gathers feedback, and discusses improvements.
*Duration: 1 hour, with a focus on showcasing functional deliverables.

Sprint Retrospective:
*Held after the sprint demo on Friday at 3:30 PM.
*Team reflects on what went well, what could be improved, and action items for the next sprint.
*Uses a collaborative tool (e.g., Miro) for anonymous feedback to encourage openness.

Team Communication Norms:

How will we communicate?
*Primary communication via Slack for quick updates and informal discussions.
*Video calls (Zoom) for ceremonies and complex discussions.
*Email for formal communications with external stakeholders.

What tools will we use?
*Slack: For daily communication and quick queries.
*Jira: For task tracking and sprint management.
*Confluence: For documentation and knowledge sharing.
*Zoom: For virtual meetings and ceremonies.
*Miro: For brainstorming and retrospectives.

What communication norms drive interaction?
*Respond to messages within 24 hours during workdays.
*Use clear, concise language and avoid jargon when possible.
*Tag relevant team members in communications to ensure visibility.

When do we ask for assistance?
*Ask for help as soon as a blocker is identified or if a task takes longer than expected.
*Use Slack to ping team members or raise issues in the daily scrum.

How will problems be solved?
*Team discusses issues in the daily scrum or schedules a dedicated meeting if complex.
*Use a structured problem-solving approach (e.g., root cause analysis).
*Escalate to the Scrum Master or Product Owner if unresolved after 24 hours.

How will decisions be made?
*Consensus-driven decisions for team processes and norms.
*Product Owner makes final calls on product-related decisions after team input.
*Use voting (e.g., in Miro) for prioritization when consensus is challenging.

Team Definition of Done:

*Code is written, reviewed, and merged into the main branch.
*All tests (unit, integration, and acceptance) pass successfully.
*Documentation is updated in Confluence (e.g., user stories, technical specs).
*Feature is deployed to the staging environment and verified by QA.
*No critical bugs remain, and stakeholders have approved the deliverable.

Shared Documents and Artifacts

What are the key documents we will create and share as a team?
*Product Backlog (Jira): Maintained by the Product Owner, accessible to all.
*Sprint Backlog (Jira): Updated during sprint planning, tracks tasks per sprint.
*Team Wiki (Confluence): Central hub for process documentation, onboarding guides, and technical specs.
*Retrospective Notes (Miro): Summarizes action items and reflections from each sprint.
*Architecture Diagrams (Confluence): Visuals for system design and workflows, updated as needed.

People and Support Norms:

How will the team treat each other?
*Foster a safe, inclusive environment where all ideas are valued.
*Provide constructive feedback with kindness and focus on improvement.
*Celebrate successes, both big and small, to build morale.

How will the team treat other stakeholders?
*Maintain professionalism and clarity in all interactions.
*Actively listen to stakeholder feedback and incorporate it where feasible.
*Communicate delays or issues promptly with transparency.

How will the team support each other?
*Pair program or conduct knowledge-sharing sessions for complex tasks.
*Offer assistance proactively when a team member is struggling.
*Conduct regular check-ins to ensure well-being and workload balance.

Team Approach to Work Norms

What are expectations for our own work?
*Deliver high-quality work that aligns with the Definition of Done.
*Take ownership of assigned tasks and communicate progress regularly.
*Continuously seek feedback to improve skills and deliverables.

What are expectations for each other's work?
*Review each other's work thoroughly and provide constructive feedback.
*Share best practices and reusable components to enhance efficiency.
*Respect agreed-upon deadlines and communicate early if at risk.

What are the expectations for meeting time commitments?
*Join meetings on time and come prepared with updates or questions.
*Keep meetings focused and adhere to allocated time slots.
*Notify the team in advance if unable to attend a meeting.

How does the team avoid over-committing?
*Use capacity planning during sprint planning to align tasks with available hours.
*Break down large tasks into smaller, manageable pieces.
*Regularly review velocity to set realistic sprint goals.