

Team Name: Application Team Date: 2023			
Team Values: All ON Board!	Team Ceremonies: We will start and end meetings on time  Sprint Planning: We will discuss the Sprint Goal and how it can be achieved.  Daily Scrum: We will start the meeting on time, even if everyone is not present  Sprint Demo/Review: We will review the Product Backlog  Sprint Retrospective: We will prioritize these actions and assign them to team members	Team Communication Norms:  How will we communicate? We will respond to messages within 24 hours  What tools will we use? We will use Zoom for remote meetings  What communications norms drive interaction? We will listen actively and avoid interrupting others.  When do we ask for assistance? We will ask for assistance when we are stuck or need help with a task	What is the Team Definition of Done? 1. Changes have been tested on the staging environment
People and Support Norms:  How will the team treat each other?  How will the team treat other stakeholders?  How will the team support each other?	Team Approach to Work Norms:  What are expectations for our own work?  What are expectations for each other's work?  What are the expectations for meeting time commitments?  How does the team avoid over-committing?	How will problems be solved? We will identify the root cause of the problem before proposing solutions  How will decisions be made? Decisions will be made by consensus whenever possible	Shared Documents and Artifacts:  What are the key documents we will create and share as a team?

Lab Instructions:  
Overwrite the text in each section of the template. Add your thoughts.