Team expectation agreement

**Roles**

These roles will be distributed across the team in an equitable fashion. Project and implementation roles will be coincidental. Each member will rotate through these roles over the course of the six sprints (one per week.)

Project

The following agile roles will be used to manage the project:

Tools manager – access control & initial setup of youtube, github, gdrive, sreencast, tracker.

Coordinator – verifies latest release is published, scrum master too. Interfaces with, and monitors Piazza.

Scheduler – organizer of events and backlog owner.

Timekeeper – ensure discussions are kept with bounds.

Note taker – make sure project book is updated and action items are added to backlog.

Implementation

Visualization roles will include:

Storyteller – validate elements are consistent with defined narrative.

Brainstormer – suggest elements, interactions and content of web page.

Data Miner – obtain, clean and optimize data.

ScriptMonkey – write and test web pages and their components.

**Communications**

All efforts will be taken to accommodate time zone differences and work schedules.

Daily

* Standup (1 min total : done, doing, blockers.) Hangout
* Story updates - Tracker
* Source code check in - Github

Weekly – Sprint review, retrospective and backlog grooming. Hangout

On-Demand – All others. Slack

**Non-performing member policy**

Open communication is encouraged during standups. If team member misses consecutive standups or a weekly meeting, notification of the TF will occur. If less than 1/2 of the assigned stories were in an incomplete state at sprint completion, the staff will also be contacted.

Signed,

Sean Keery 