## **Team Working Agreement**

## - Participation

- o It is expected of all members of the team to arrive promptly for meetings and actively participate during the meeting.
- o Daily participation in the sprint cycles is required.

## - Communication

 The team will utilize Slack, LinkedIn Messaging, or Email for communication, ensure codebase maintenance, and uphold transparency by openly addressing any obstacles or concerns they encounter.

## - Work Division

• The distribution of work and project responsibilities will be fair and equal, and each sprint will reflect this approach.

Signed Rafferty Leung U01853354