

# Team Working Agreement

## Team Biased

### Communication expectations

- All communications will be through Slack.
- Opinions and ideas of all team members will be respected.
- Changes, if any, should be discussed and agreed within the team.
- Conflicts should be focused on issues and not individuals. (Strictly avoid blame game)
- Unresolved conflicts among the team should be reported to the team leader.
- We encourage everyone to express their frustrations and discomfort early.
- Clear understanding and listening to others are the most important things to resolve conflicts.

### Meeting structure and frequency

- Meetings will be held via zoom
- Daily scrum at 8pm for 15 minutes.
- A follow-up meeting should be planned after the daily scrum if there are any blockers that can't be addressed quickly.
- A meeting for Sprint Planning will be planned at the beginning of the Sprint.
- A meeting for Sprint Retrospective will be planned before the Sprint end date.
- Encourage everyone to actively participate in the meeting.
- We will adhere to agreed meeting time and will inform the team of any absences.
- Any changes in the timings will be mutually decided.
- Meeting minutes with objectives and decisions will be recorded in a Google Sheet.
- If you miss a meeting, support decisions made in your absence.
- Scrum Master should host the meeting and control time.

### Team norms and values

- Each team member understands their roles and responsibilities.
- We divide tasks transparently and help each other when necessary.
- Each task should have a clear due date and mutually accepted definition of "Done".
- Each team member takes responsibility for their tasks and for achieving the team's goals.
- Team members should report obstacles immediately if they cannot complete their work on time, and actively contribute to the solution.
- Team members should update their task's process via Jira before the daily scrum meeting.

- Team members should upload their work to prescribed places like GitHub or Google Drive before the daily scrum meeting.

## Definition of DONE

- Work has been fully reviewed by another team member/s.
- Code can run and no errors.
- All tests are successfully completed.
- No critical defects.
- Work meets the acceptance criteria.
- Code pushed to GitHub.
- Documentation has been updated.

## Learning and Continuous Improvement

- Encourage teams to research, learn, come up with new ideas and share with the team.
- We will reflect on areas of improvement during each Sprint Retrospective so that our process is better for the next sprint.

## Teams signatures

Team Member Signature	Email Address
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