**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**

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