

# **Team Agreement**

## **Bros of Balayya**

### Important points:

- We will communicate frequently to track progress, plan for further steps, to solve challenges if required (everyday) but will meet at least thrice a week.
- We will make sure the communication will be respectful.
- Update to other teammates in advance if you are unavailable to attend the meetings (Meeting time will be decided mutually).
- Every person needs to be active, dedicated and need to respond promptly regarding project updates.
- Tasks need to be completed within the time and help to teammates when possible.
- If tasks can't be completed, notify in advance so we can work together to find a solution.
- All decisions will be discussed with the team before being finalized.
- If any issue occurs, based on the majority votes and after discussing with everyone the decision will be taken.
- We encourage everyone to share their ideas and thoughts to build a good project.
- Feedback is encouraged and should be taken positively to improve team performance.
- Members are encouraged to help early instead of waiting until the last minute (if required).
- Disagreements should be resolved within the team in respectful manner.
- Tasks will be tracked by using Jira.
- Weekly Progress updates will be shared within the team to ensure we stay on track.

### Agreement Terms:

#### 1. Meetings:

The team will meet regularly every Wednesday and Friday and Sunday at 6:00 PM for checkpoint meetings to review progress, discuss challenges, and plan upcoming tasks.

A follow-up meeting will be planned after the daily scrum if there are blockers that can't be addressed quickly.

Sprint Planning meetings will be held at the beginning of each sprint, and Sprint Retrospective meetings will be scheduled before the sprint's end.

Attendance is expected at all meetings. If unavailable, inform the team in advance and support decisions made in your absence.

Meeting minutes, including objectives and decisions, will be recorded in a shared Google Sheet.

The Scrum Master will host the meeting and manage time.

## 2. Communication:

Group email and WhatsApp will be the primary communication tool for project updates, discussions, and quick queries.

Team members are expected to be active and respond in a timely manner.

GitHub will be used for version control, code review and Jira for collaboration. Pull requests should be reviewed by at least one other member before being merged into the main branch.

Respectful communication is always essential.

Any unresolved conflicts should be reported to the Team Leader or Scrum Master.

Conflicts should be resolved by focusing on issues, not individuals, and all opinions will be heard respectfully.

## 3. Commitment and Deadlines:

Each member is responsible for completing tasks on time and keeping the team informed if they encounter obstacles.

If a task can't be completed on time, notify the team at least 48 hours in advance so adjustments can be made, and solutions can be found.

Tasks will be tracked in Jira, and team members should update their task status before the daily scrum.

Team members should upload their work (code, documentation, etc.) to GitHub or Google Drive before the daily scrum meeting.

## 4. Work Submission:

All deliverables, including code and documentation, should be reviewed by the team at least 24 hours before the deadline to ensure sufficient time for feedback and revisions.

Work must be reviewed by another team member, meet acceptance criteria, and be free from critical defects.

Code should be pushed to GitHub, and documentation should be updated before the sprint ends.

## 5. Accountability:

Team members are expected to take responsibility for their tasks and actively contribute to the team's goals.

If someone is unable to meet a deadline, they should notify the team ahead of time, so the group can work together to find a solution.

## 6. Collaboration:

If a team member completes their task early, they should assist others who may be behind or facing challenges.

The team encourages continuous knowledge sharing, feedback, and mutual support to ensure the project's success.

Everyone is encouraged to express their frustrations or discomfort early, allowing the team to address concerns proactively.

## 7. Conflict Resolution:

Disputes within the team should be discussed openly, focusing on the issues rather than individuals.

Clear communication, understanding, and listening to others are crucial to resolving conflicts professionally.

## 8. Decision-Making Process:

All decisions related to the project will be made collaboratively, with the team discussing technological choices and other significant issues.

When consensus is not reached, decisions may be put to a majority vote.

The team lead or designated representative will make the final decision in case of a tie.

## 9. Roles and Responsibilities:

Roles will be assigned based on each member's skills and interests. Clear roles will ensure that everyone understands their responsibilities.

While tasks will be assigned individually, the team remains flexible, allowing members to help others whenever necessary.

## 10. Team Norms and Values:

Team members should actively participate in meetings, respect others' opinions, and take responsibility for their individual tasks and goals.

Tasks should have clear due dates and a mutually agreed definition of "Done" to ensure consistency in quality and expectations.

Team members should immediately report obstacles that may delay work and contribute actively to finding solutions.

Everyone is encouraged to share ideas and feedback positively to help improve both individual and team performance.

## **Team's signatures**

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