

## **Team Working Agreement**

### **Communication Expectations**

- Communication/Collaboration Channels: Discord, WhatsApp Group, Zoom Meetings, Emails, GitHub, Google Workspace ecosystem(Docs, Sheets, Slides, etc.)
- Every team members opinions and recommendations should be respected and taken into consideration during the decision making process.
- In the event of a situation where a team member may want to divert away from a planned activity due to reasons not previously considered. Every team member should be informed with a short description of the change on the WhatsApp group which would be subject to approval by everyone in the team.
- In the event of an opinion based conflict both parties may enlist the respective research and solutions with regards to their respective opinions and the team may vote on majority to select the respective idea.
- Each member is expected to feel free to voice their concerns with regards to any decision or change being made preferably during the discussion process.
- Each team members should update everyone on the whatsapp group when they push their code on Github to alert everyone and avoid merge conflicts as much as possible.
- Merge conflicts having effect on code other than their own code blocks or services should be discussed with the entire team before resolution.

### **Meeting Schedule and Pattern:**

- Meetings would be scheduled twice a week(thrice in event of a recording to be produced) i.e. Sunday and Tuesday.
- Time of the meetings to be decided based on a time schedule poll on the WhatsApp group to collate every team members schedules and decide common time of everyone's availability.
- Every meeting would have a fixed Agenda document to help team members prepare for the meeting items to be discussed.
- Team members are encouraged to proactively schedule meetings between separate team members to work and collaborate on their assigned work if required.
- A Sprint Plan would be devised in the first team meeting scheduled after a Sprint has been completed. This would help decide deadlines for each task to be worked on by each member along with setting deadlines for collating and reviewing all the work accomplished for the upcoming Sprint.
- The last meeting of the sprint would contain a section for retrospective analysis.

- Every team member should inform the team in the group chat in the event of being absent from the upcoming planned meeting. The team meeting may be recorded to be sent to the absent member to allow them to catch up before the next meeting.
- Every team member is expected to actively participate in contributing each team meeting in their capacity.

#### **Team Dynamics And Principles:**

- Every team member should be treated with kindness, respect and patience even when it feels impossible.
- Every Team member should clearly understand their responsibilities and job functions.
- The team would try to distributed the workload as evenly as possible.
- Single tasks with heavy workload may be broken down into smaller chunks to ensure even distribution of assignment to multiple team members.
- Every task should have a designated team review and due for completion date.
- Every team member is encouraged to try and resolve blockers encountered by themselves first and document their list of tried solutions before approaching the team. This would help speedup the process in finding an appropriate resolution.
- Team members should update their Jira tracker regularly to maintain consistency in working towards our end goal as a team.
- Every team member is expected to link their work done for the day to their respective Jira tracker either in the form of a github commit id or a link to a shared document whenever possible.
- Github and Google Drive made for the team would be the point where each team member may share their work completed with everyone in the team.

#### **Checklist for marking a Task as Completed:**

- Code should run without any form of syntactical or runtime errors.
- Work should meet all the base required criteria set up by the university and the instructor.
- Work should be thoroughly reviewed and tested by the assigned team member.
- All code should be pushed to GitHub and appropriate pull request should be raised for review.
- All necessary documentation should be tagged or updated along with the code push to GitHub.
- Work should be reviewed by multiple team members and should work on their respective systems.
- All test scenarios decided before beginning the work should be passed.