Team Working Agreement

- All team communication will occur using Microsoft Teams/I-Message
- We remind each other that we are all in this together, and when conflicts do arise, we tackle them as a team and help guide each other.
- Meetings will be held using Microsoft Teams. We will meet weekly on Wednesdays @ 8:00 pm. We will add meetings as needed, to stay on top of deadlines. Meetings will be about a half hour. Time will be added as needed.
- At the beginning of each sprint, we will hold a sprint planning meeting, in which everyone is given their tasks.
- Before the sprint ends, we will hold a meeting on our retrospectives.
- Each team member will understand their role and what they are responsible for.
- Everyone will adhere to the due dates of the class and the due date of when we want tasks done, which will be discussed at the meeting.
- Each team member has their task but is reminded that we are a team, and things may not go as smoothly for others.
- When there are conflicts within your task, it is required that you tell the team immediately so that they can assist you and there are no delays in due dates.
- Each team member is asked to come to the meetings fully prepared with their completed task.
- We will continue to learn through this project and produce new innovative ways to tackle this capstone project.
- Final work should be submitted as follows:
  - The team has reviewed your work
  - There are no errors within your code
  - All tasks were tested
  - Work meets the criteria of the class
  - The code is uploaded to GitHub
  - All aspects of the sprint are complete

Team Signatures

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