

NY4 Team Working Agreement

June 7, 2025

Team Members

- Joseph Indriolo
- Anika Bushra
- Eric Lantz
- Sarah Wierzbicki

Communication

The team has agreed to make WhatsApp our main channel of text communication. The platform is easily accessible by both mobile and desktop. This will serve as the primary platform to ask questions, raise concerns, or provide any updates. In addition to WhatsApp, the team will use Microsoft Teams as our main platform for live video calls. Live video calls will be scheduled Monday and Wednesday each week at 8:30 PM EST. During the live meetings, we will share any updates with the team, and hold important agile ceremonies as needed. We will schedule more time throughout the week as needed in order to meet our deliverable deadlines. All members of the team are encouraged to contribute to all conversations, as our intention is to deliver the best possible product and diverse experiences and viewpoints are the best way to do this.

Individual Responsibilities

During Sprint planning ceremonies, each team member will be assigned a ticket based on their preference and skill. During planning, each ticket will be pointed in terms of complexity and assigned to an individual to complete. When a ticket is assigned, the assignee is responsible for owning and delivering that work end-to-end. Each team member is expected to deliver their work as committed to in sprint planning. Sprints will be carefully planned according to the team's velocity/capacity. In the event a ticket cannot be completed in the allocated sprint, the ticket will be rolled over to the next sprint.

Definition of Done (DOD)

A ticket is only considered done when the following criteria is met:

- All the acceptance criteria defined in the ticket have been completed
- The feature was tested, fully working and free of errors and bugs.
- The work has been peer reviewed by the rest of the team.
- The feature has been demoed and shared with the rest of the team.
- If it is a code change, the PR has been approved, and merged into the main branch.
- Any acceptable documentation has been updated.

Team Values

Each team member is responsible for creating a positive and productive working environment. Criticism is encouraged if it is constructive and genuinely intended to improve the project, or the individual's skills. Each team member is encouraged to call out any concerns or blockers early and as needed. Communication is very important and each developer is expected to call out early if they do not believe they can deliver the work they have committed to. Personal attacks or the creation of a toxic working environment are not permitted and will be reported as necessary.