

Team Working Agreement

Team Nexus

Communication Plan

- Primary instant meeting platform: WhatsApp
- Video Meeting: Discord

Team members are expected to:

- Communicate respectfully and professionally
- Respond to messages within a reasonable time frame (ideally within 24 hours)
- Share progress updates, blockers, and concerns openly
- Use the agreed communication tools for all project-related discussions

Meetings & Availability

The team will hold three regular sync meetings per week:

- Sunday: 10:00 AM
- Tuesday: 6:30 PM
- Thursday: 9:00 PM

Additional meetings may be scheduled as needed based on sprint requirements.

Expectations:

- All members should attend scheduled meetings
- If unable to attend, members must notify the team in advance
- Meeting notes and action items will be documented and shared

Task Management

- Task tracking tool: Jira

All project tasks will be:

- Clearly defined and assigned
- Tracked through Jira
- Updated regularly to reflect progress
- Completed before agreed internal deadlines

Work Expectations & Definition of Done

Each task is considered “**Done**” when:

- It meets the agreed acceptance criteria
- It is reviewed by at least one other team member (when applicable)
- Code runs without critical errors
- Relevant documentation is updated
- Changes are committed to the shared repository

Team members are responsible for:

- Completing assigned work on time
- Communicating blockers early
- Supporting teammates when needed

Conflict Resolution

In the event of conflict:

1. The concerned party should first express the issue to the team openly and respectfully
2. The team will attempt to resolve the issue collaboratively
3. If unresolved, the issue will be escalated to the **Team Leader / Scrum Coordinator**
4. Further escalation (e.g., to the instructor) will be considered only if necessary

Commitment & Agreement

By agreeing to this document, all team members commit to:

- Actively participating in the project
- Following the agreed processes and norms
- Working collaboratively toward the success of Team Nexus

Team Signature

Team Member Signature	Email Address
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