TEAM WORKING AGREEMENT

COMMUNICATION PLAN

- **Primary instant messaging platform:** WhatsApp
- **Video meeting platform:** Discord

Team members are expected to:

- Communicate respectfully and professionally at all times
- Respond to messages within a reasonable timeframe (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 punctually
- Members unable to attend must **notify the team in advance**
- Meeting notes and action items will be documented and shared with all team members

TASK MANAGEMENT

- **Task tracking tool:** Jira

All project tasks will be:

- Clearly defined and assigned to team members
- Tracked through Jira for visibility and accountability
- Updated regularly to reflect accurate progress

- Completed before the agreed internal deadlines

WORK EXPECTATIONS & DEFINITION OF DONE

A task is considered **"Done"** when:

- It meets all agreed acceptance criteria
- It is reviewed by at least one other team member (if applicable)
- The code runs without critical errors
- Relevant documentation is updated
- All changes are committed to the shared repository

Team members are responsible for:

- Completing assigned work on time
- Communicating blockers or challenges early
- Supporting teammates when needed to maintain overall project progress

CONFLICT RESOLUTION

In the event of a 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 or Scrum Coordinator** for mediation.
4. Further escalation (e.g., to the course instructor) will only occur if necessary.

ACKNOWLEDGEMENT

All team members have read, understood, and agreed to the terms outlined in this Team Working Agreement. This document serves as a shared commitment to ensure effective collaboration, accountability, and respect throughout the duration of the project.