Team Working Agreement

Name Of The Team: <u>**"QuestKeeper"**</u>

Names Of Members Signing This Agreement:

Anthony Piombino	**ap08838n@pace.edu**
Shariah Allen	**sa37904n@pace.edu**
Inna Ivashchenko	**ii67947n@pace.edu**
Johnny Brayman	**jb68151n@pace.edu**
Gabrielle Schwan	**gs85709n@pace.edu**

Communication And Responsibilities:

- **Comunication through WhatsApp.**
- **All team members must respect each other and have the right to contribute their ideas to the project.**
- **All ideas, vision and changes discussed together, and final decisions are up to most of the team, except urgent situations.**
- **Each person works within the boundaries established before the start of work. Any additional changes must be made to let the team know to prevent double work.**
- **Everyone is responsible for their own part, and we shouldn't work on someone else's part unless they ask for help first.**
- **All conflicts should first be resolved between the people involved. If that is not possible the issue should be brought to the team leader.**
- **Each member must inform the team about any changes or improvements they make.**

Meetings:

- **Meeting happens through ZOOM or WhatsApp**
- **The team must have Scrum meetings two times in a week and check WhatsApp daily to avoid missing any project information.**
- **Schedule of a Scrum meeting : Monday at 10am and Saturday at 10am**
- **Each team member should participate in at least one meeting per week unless they have an important reason.**