Team Agreement: Collaboration Standards

Meeting Pattern

Synchronous sessions twice weekly (Sun/Tue). Mandated Agenda documents for every session. Continuous async sync via WhatsApp/Discord.

Decision Making

Majority-vote consensus based on researched evidence. Inclusive voicing of concerns during all discussion phases.

Technical Workflow

No direct pushes to Main. Isolated feature branches only.

Peer Approval. Every PR requires at least one secondary reviewer.

Jira Hygiene. Mandatory linking of work to Jira tracker IDs.

Blockers. Resolve locally & document attempts before escalation.

Team Agreement: Definition of "Done"

Category	Standard for Completion
Execution	Code runs without syntactical or runtime errors.
Compliance	Work meets all Industry Standards.
Verification	Work reviewed by multiple members & verified on multiple systems.
Documentation	All necessary docs tagged or updated along with code push.
Testing	All pre-defined test scenarios must be passed.