Team Working Agreement

Introduction

The purpose of this team working agreement is to establish a clear set of guidelines and practices for our SWAP project. This document aims to ensure effective collaboration, streamline communication, and promote a high standard of work among all team members.

Roles and Responsibilities

Our team consists of roles including developers and Scrum masters, for each Sprint, we will have a different Scrum master. Each member is responsible for specific tasks aligned with their expertise. Developers will focus on coding, Scrum master will oversee the project's progress and coordination, be the tester and make suggestions on any parts of the code or design.

Communication Guidelines

Regular communication is vital for our project's success. We will conduct weekly team meetings and use group chat for daily communication. Emails are reserved for formal communications and sending zoom invites. Every team member is expected to respond to messages within 24 hours on working days.

Development Process

We will adopt an Agile development methodology using JIRA, with bi-weekly sprints. Each sprint will begin with a planning meeting and end with a sprint review and retrospective. This approach will allow us to adapt quickly to changes and continuously improve our processes.

Code Standards and Practices

To maintain code quality, we will follow specific coding standards. These include naming conventions, consistent formatting, and thorough documentation. We will use Git for version control, ensuring that all team members are working with the latest version of the code.

Testing and Quality Assurance

Quality assurance is a collective responsibility. Developers will write unit tests for their code, and testers will conduct integration and system testing. We will track bugs using JIRA and prioritize them based on severity and impact.

Decision-Making Process

Decisions will generally be made through consensus. If consensus cannot be reached, the Scrum master will make the final decision, considering the team's input and the project's best interest.

Conflict Resolution

In case of conflicts, team members should first attempt to resolve issues among themselves. If unresolved, the matter will be escalated to the project manager. We will strive to address conflicts constructively and objectively.

Work Hours and Time Off

Our standard work hours are 9 AM to 5 PM, with flexibility for personal needs and holidays. Team members are encouraged to communicate their time off in advance. This helps in ensuring that project deadlines are not impacted.

Performance and Review Process

Performance reviews will be conducted weekly. These reviews will provide an opportunity for feedback and discussion about each team member's contributions and areas for improvement.

Project Tools and Resources

We will use a suite of tools to facilitate our work, including Intellij for development, iMessage group chat for communication, and JIRA for project management and bug tracking.

Learning and Development

Continuous learning is encouraged. Team members are urged to share knowledge, resources, and learnings through individual meetings with each other and team meetings as well. Regular pair programming meetings will be conducted to help with each other on resolving problems and fixing bugs.

End-of-Project Procedures

At the project's conclusion, we will conduct a comprehensive review. This will include checking all the documents, conducting tests to make sure everything works, and conducting a final team meeting to prepare for the final presentation.

Conclusion

This team working agreement is designed to foster a productive, collaborative, and harmonious work environment. By adhering to these guidelines, we aim to ensure the successful completion of our web app development project.

This agreement is a starting point and can be tailored further to suit the specific needs and dynamics of your team. Remember, the key to a successful team working agreement lies in its adoption and regular review by all team members.