Team Name: Scrumful **Date: 20.10.2023**			
Team Values: commitment respect collaboration empowerment	**Team Ceremonies:** Sprint Planning: week before sprint Daily Scrum: everyone; daily; 15 min Sprint Demo/Review: affected teams Sprint Retrospective: everyone; montly; 1 hour	**Team Communication Norms:** How will we communicate? Regular meetings, f2f by need, get-together What tools will we use? Jira, Slack What communications norms drive interaction? shared expectation, collaboration	**What is the Team Definition of Done?** Set of conditions that needs to be fulfilled and accepted by product owner, as well as team itself
People and Support Norms: How will the team treat each other? respectfully How will the team treat other stakeholders? open, sharing results and feedback How will the team support each other? Communication, inclusion, empowerment	**Team Approach to Work Norms:** What are expectations for our own work? stability, management, organisation What are expectations for each other's work? commitment, respect, collaboration What are the expectations for meeting time commitments? organisation, time-management, clear agenda How does the team avoid over-committing? openess, freedom to say no, negotiation	When do we ask for assistance? time limits, lack of undetstanding, free resources How will problems be solved? brainstorm, refinement, collaboration How will decisions be made? support, discussion, sharing	**Shared Documents and Artifacts:** What are the key documents we will create and share as a team? Project handbook Project plan Project charter Scope statement