Social contract

<u>Group</u>: Tangela
<u>Team members</u>: Jesper Berglind, Henrik Edstrand, Edvin Leidö, Ivan Lyesnukhin, Karin Sjödin, Carlos Yechouh

Meetings

- If you don't believe you can contribute to a meeting, let the organiser know and don't attend.
- If you can't attend, have to arrive late or need to leave early from a meeting notify the team beforehand. If a member wants to leave early on some reason it can be said in the beginning of the meeting, while if a team member cannot attend the meeting at all it must be said at least 2 hours before the meeting.
- Avoid scheduled meeting with the whole team during weekends.
- Ensure all meetings have an agenda and that actions are well documented.
- Every team member should be prepared for the meeting.
- Everyone has equal voice and valuable contribution.
- All problems and achievements should be discussed on every meeting.
- Each member must let the team know what he/she is working on.

- *Time is TBD:* One meeting per week at least.

Communication

- Use Slack for online communication. Choose a suitable channel for your question for smart communication.
- As soon as a problem occurs it must be raised by a group member.
- Face-to-face meetings for major and global problems and Slack for minor problems.
- Respect each other and understand differences in knowledge.
- All team documents are to be shared.
- There are no silly questions, if you don't understand, ask.
- Don't make assumptions. Be precise and clear in your communication and actions.
- Inform the team if you are busy for a long time.
- Stick to your agreed working patterns.

Agile way of working

- If you are assigned a job, take ownership of it and keep it up to date.
- Keep the backlog (on Github Project "Tangela Weekly Sprint") up to date.
- Engage with a person before assigning and handing over a user story.
- Whoever breaks the build, fixes the build. However, you can always reach out for help.
- Sufficient documentation, don't document for the sheer heck of it.
- Use Paired programming in the initial phase of the project to integrate and share knowledge.
- Solve roadblocks within the team.

Source:
Castell, E. (2018) Social Contracts for Agile Teams. URL:
http://www.ethann.com/social-contracts-for-agile-teams/