

THE TEAM AGREEMENT

Table of Contents

USER STORY 'DoD'	2
SPRINT 'DoD'	3
COMMITMENTS.....	4
TEAM MEETINGS.....	5
CONFLICT RESOLUTION.....	6
TEAM DECISION MAKING	7
CONSEQUENCES.....	8
TEAM ROLES	9
SIGNATURES	10

USER STORY 'DoD'

I

All acceptance criteria of the User Story are met.

II

Code when required is annotated, legible, and is fully functional in accordance to the User Story.

III

Functional acceptance testing is performed and tried by a team members (other than the sole creator of the code).

IV

No known bugs related to the User Story exists.

V

A complete backup is made to the entire system.

SPRINT 'DoD'

I

All the User Stories included in the Sprint are closed and meet the User Story Definition of Done.

II

All Unit Tests, Automated Acceptance tests (that are applicable) have passed successfully.

III

No critical bugs exist in the final 'version control'.

IV

A complete backup is made to the entire system.

COMMITMENTS

I

Agree only what you are capable of doing and ask for guidance whenever struggles arise.

VI

Keep all information confidential and only share information as such inside the Royal Developers.

II

Be honest in everything, planning and schedule.

VII

Notify all members is change will affect all members as a whole.

III

Keep other members of the team informed regularly.

VIII

To try your best toward completing a specific task using your own initiative, and sometimes doing more than you are required to.

IV

Notify the rest of the team members when troubles arise, well before the allocated work to be done is due.

V

Focus on what is best for the team as a whole. There is no point is doing well in an allocated task while others are struggling and need your help to finish.

TEAM MEETINGS

I

Be truthful about what you say, and open about anything that should be improved.

II

Give everyone an opportunity to express their ideas or opinions.

III

Avoid judging other when things go wrong, rather discuss the solution and how mistakes can be avoided the next time.

IV

Everyone must attend all meetings, be punctual and stay for the whole given time.

V

Encourage everyone at all times. Discouragement will not be tolerated.

CONFLICT RESOLUTION

I

Conflict should be seen as an opportunity to improve as a team.

II

Try to understand the scenarios before jumping to conclusions.

III

Make some valid points as to how we are to resolve conflict. Every team member should contribute.

IV

In the case of a conflict that gets out of hand, team member must contact the leader (supervisor) for guidance and be open to their opinions and ideas that he may suggest.

TEAM DECISION MAKING

|

Make decisions agreed by the all team members based on the given criteria when possible.

||

Discuss criteria, the options, and the pros and cons of each option.

|||

Only make decisions after discussing with the members of the team during a meeting or privately, but not with non members inappropriately.

CONSEQUENCES

|

For each instruction of the contract that is broken, candy (for David healthy snacks) must be bought for the team to share and eat.

||

Every instruction broken sequentially after the first will add more candy quantity with the specifications as a the first consequence. A meeting will also be held to discuss the concerns.

|||

After two consequences are met, the concern will be discussed during the next team meeting following the event and issues will be discussed with the Board.

TEAM ROLES

|

Product Owner: Elise Sterback

||

SCRUM Master: David Gutla

|||

Development Team: Jozella Roque, Aaron Morpeth, Kai Shao

|||

Supervisor: Greig Wakefield

SIGNATURES

I agree to follow all instructions written on the team contract, and I will face the consequences for not doing so.

I thereby place my signature below.

