Team Agreement Group 5

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Channels of communication:

General communications: WhatsApp. All important information should be shared here.

Communication with Product Owner and Supervisor: Email. Always include all members of the group in the CC.

Distribution of programming files: GitHub will be the single source for all code, technical documentation and meeting notes etc.

General work rules:

The SCRUM framework will be used as the basis for the working method.

All new features should be implemented via GitHub.

Feedback should be constructive, specific, and given respectfully. The developers should consider the feedback of the other members. Major disagreements should be escalated to the Scrum Master

The work should be finished with enough ample time before the hand-in deadline, so that other developers can familiarize themselves with the code and to test it.

Every group member must be present at all meetings. Group members have to give notice in advance, if it is not possible for them to attend a meeting.

Weekends are generally communication-free to support work-life balance, except for critical issues.

Meetings:

Daily Scrum (2 to 10 minutes): During weekdays every day before class. When there is no class, everyone gives a short update on WhatsApp.

Sprint Planning (15 to 30 minutes): Every Monday at 17:15, Sprint planning for the week or longer update meeting. If a member cannot attend Sprint Planning, they must share their input via WhatsApp beforehand

Project work: Thursday, General meeting and working together. Time for exchange of ideas and implementation of features that concern multiple members.

Sprint Review meeting: Will be scheduled at the end of every sprint

Roles:

Scrum Master: Changes every sprint

The Scrum Master facilitates meetings, ensures rules are followed, and acts as the first contact for conflicts.

Developers: All other group members

Definition of Done

The acceptance criteria of the current sprints Backlog form the backbone of what features should be present at the end of a sprint. If it is not possible to implement a specific Backlog item, the other team members should be informed, and it will be discussed how to proceed. The developers can come to the conclusion that it is not possible/necessary to complete the task and will bring this up with the product owner.

Code must include basic tests where applicable and be reviewed on GitHub before merging.

At the end of a sprint, the software product must be executable and without fatal errors, to the best knowledge of the developers. Features that lead to crashes will be excluded for the sprint completion.

Not complying with the rules:

Each group member has to hand in their progress each sprint (finished tasks, documented attempts, or communicated blockers). Not handing in the finished software for assigned tasks after each sprint will be documented, except when a justification is provided in advance. Also, the supervisor will be notified.

Group members who repeatedly do not show up at meetings or are repeatedly late (more than 10 minutes), have to buy each member of the group a cup of coffee (or another hot beverage).

Continued disrespectful behavior will be discussed with the supervisor.

How to consider intercultural aspects:

Be mindful of differences in communication styles (direct vs. indirect). When in doubt, ask for clarification rather than assuming intent.

If a person feels disrespected or insulted, they should immediately talk to the Scrum Master to decide how to approach the problem. The problem will be discussed with the whole group at the next meeting. If the person wants to stay anonymous, they can talk to the supervisor, who will talk to the group.

We commit to creating an environment where everyone feels safe to share ideas and concerns.

ChatGPT was used to polish this agreement