CrowSoft Social Contract

*A Social Contract is a set of agreements that a team makes****within itself****to describe how the team members will behave and work together*

Meetings

* Stand-ups will occur straight after class on Monday night & before class on a Friday morning.
* If you cannot attend a meeting, let the team know on the crowsoftmsc slack channel.
* At stand up we will use the “pass the ball” method for given updates.
* Updates will be in the form: What I've done, What I plan to do, Impediments
* Sprint planning will occur after class every Tuesday from 9pm to 10pm, unless team agrees to another day due to change of circumstances. **(If class doesn’t move to Tuesday, then Sprint planning should move back to Monday)**
* Sprint retro will occur every week and every member to give their retrospective on the csoft**\_**retrospective channel only.
* Scrum Master to create a Sprint & Retrospective report and uploaded to Git and mailed to group.
* Be on time for Stand Ups and meetings. If you cannot attend or will be late, let the team know on slack.
* Scrum Master to run meetings and team to use “raised hand “to eliminate multiple voices
* Mic’s to be on mute during meetings when others speak to eliminate background noise and make conversation as clear as possible for everyone on meeting.
* Mobile phones on silent
* Everyone has equal voice and valuable contribution.
* Always Keep your language and tone professional.
* Be honest.

## Communication

* Channels of communication Slack, Zoom & Mail

Slack

* crowsoftmsc – For all CrowSoft project conversation
* csoft\_daily\_scrum – For daily stand up comments only (minimum of 2 entries and maximum of 7 a week per sprint.)
* csoft\_retrospective – For Sprint retrospective comments only (once a week)

Zoom – For screen sharing and recording sessions

Mail – For larger statements and attaching files or attachments

* No Slack communications between 10pm and 8am GMT, unless your active on Slack. (Session notification can be disabled).
* Raise a problem as soon as you see it.
* Respect each other and understand differences in knowledge.
* All team documents are to be shared on the GitHub document branch in the appropriate folder.
* There are no silly questions, if you don’t understand, ask.
* Share success stories.
* Focus on the positives.
* Learn from our mistakes.
* Don’t make assumptions.
* Zero tolerance for bullying.

## DevOps way of working

* If are assigned a job, take ownership of it and keep it up to date.
* Keep JIRA board updated at all times.
* Don't be afraid to ask for help.
* Don't be afraid to give constructive criticism, as long as it is constructive.
* Solve roadblocks within the team. If the impediment can’t be solved within the team then give it to the Scrum Master.
* Sprints will start Tuesday’s and run for 1 week, depending on Sprint Planning Session day.
* The Scrum Master role rotates each week
* Scrum Master’s main job is to look after teams’ interest first and if capacity allows can take on stories.
* Communicate with Scrum Master channel on Slack.
* Always include a story for the Scrum Master role in every Sprint.
* Each member of the team will work 10 hours per week, unless they are on vacation.

*Nothing should go into the Social Contract unless it has complete agreement from all team members.*

***Only check the box when document is complete, and everyone is in agreement.***

## Team Members

* Michael McFadden ×
* Colin Kenny ×
* Matthew McColgan ×
* Bharathi Gadhiraju ×
* Charles Aylward ×
* Joji Pradhan Thokala ×
* Mary Walsh McGinty ×
* Liam Whorriskey ×