Working Agreement- Newspaper Management System

ALWAYS

- PO is available to the answer requests from the team for information on product features (stories) on Tuesday.
- Team size is 2+1(SM).
- All agile ceremonies are time boxed. This means that they start on time and end on time. To maximize the effectiveness of these ceremonies team members show up on time and are committed to being completely focused and dedicated to the task at hand.
- Retrospective are used after every sprint to continually inspect, adapt, and therefore improve team velocity.
- Working hours are established between 11:00am and 13:00pm on Tuesdays and 3 hours on Weekends where no non-agile meetings with team members maybe set up. Informal conversations between team members are always fine.
- Implementations must be free of technical debt. In other words, stories which have been implemented must be production ready - as in tested for defects, scalability and stability.

PLANNING (SPRINT = 0)

- All planning is done collectively as a team.
- Team writes the stories.
- SM along with team prioritizes stories in the backlog.
- Team and SM works with PO to ensure that stories are well written, unambiguous and contain enough information for task decomposition.
- SM respects team's estimates coming out of sprint 0.

DURING A SPRINT (SPRINT > 0)

- Team chooses higher priority stories first, as agreed to by the SM.
- Team members attend weekly scrum at an agreed-upon time without failure.
- Should a team member have a conflict, he notifies and updates the team in advance.
- Task board is updated prior to the weekly scrum by the SM so team members can refer to the specific tasks they are working on or have completed.
- Team members may add new tasks any time to stories selected for implementation in a sprint. No stories may be added to a sprint while it is in progress by anyone including the PO or SM.
- Team must define acceptance criteria for all stories, which must be agreed to by the PO and SM.
- Stories are "done", only when Team and SM agree that the acceptance criteria of a story have been met.
- Team chooses methods by which stories are tested for acceptance.
- Each team members follow a test-driven development approach.
- Each team member must be prepared to answer the following questions in about a minute during the weekly scrum:
1. Did you finish the task(s) you were scheduled to complete last week? Has the sprint board been updated? If you were not able to complete the task(s), why? Impediments? Why were they not brought up at last week's scrum?
2. Do you know the task(s) you are expected to complete this week in order to implement all stories in the current sprint? If not, why? If yes, do you know of any impediments that would prevent you from completing these tasks?
- Any discussion outside the scope of the above two items are taken up during the after-party immediately following the scrum.
- The after-party does not involve all team members. Only those members of the team who have further questions or require clarifications participate in the after-party.

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