# Team Working Agreement

**PTO & Sick Time**

* Give your Manager and the team sufficient notice
* Update the following areas for Vacation time:
  + Slack
  + Outlook
  + Team Calendar
  + Workday
* Don't work when you're sick. Take time off.
  + Designation: Sickness/Medical time off
  + Miscellaneous Paid leave - time to take care of family members
  + U.S. Salaried Time Off Codes.pdf (sharepoint.com)

**Hours of Work**

* Ensure you're working in a timeframe that supports team collaboration. Ensure you can attend:
  + Standup
  + Demos (as necessary - can be recorded and sent to Jenny ahead of time) & Planning
  + Backlog Refinement
  + Backlog Prioritization
  + QA / Dev Collaboration
  + TWA/DoR/DoD

**Ticket Communication and Work**

* Utilize comments for ticket information discovered during development.
  + If it needs to outlive the Jira, make a Wiki page with information about it and link it to the jira.
* Raise concerns of tickets you see need adjusting (DoR, irrelevant, contradictory, security, duplicating, etc) - would be nice to have a template [Jenny Nichols](https://mmodal.atlassian.net/wiki/people/70121:4978c4d9-686d-41d9-9c16-8dfe84615137?ref=confluence) look into this. - Create a template - special issue types can have templates
* Only Critical bugs after Last RC.
* Choose what you work on, speak up if overloaded.
  + [Jenny Nichols](https://mmodal.atlassian.net/wiki/people/70121:4978c4d9-686d-41d9-9c16-8dfe84615137?ref=confluence) - team needs less #1 priorities, only talk about things that will be done in the next sprint (maybe two) - utilize next two sprints bucket (only review roadmap once a month/quarter) - focus in - Actual prioritization and hold to it (defects?)
* New Features: Add documentation for IC's, DevOps, SA's, Reporting on how to set it up.

**How we Communicate**

* Slack (team)
* MS Teams (meetings, SA's/IC's)
* Wiki (feature details; technical details/ learning)
* Email (internal; official with leadership)
* Mailchimp (customers)

**Disagreements and Team Happiness**

* Talk to Philippe about concerns.
* Be mindful of others' time zones.
* Be nice!

# Definition of Ready

***"Next two sprints - Ready" bucket should meet all these requirements.***

***[***[***HCC-7327] \*TEMPLATE for new feature\* - Jira (atlassian.net)***](https://mmodal.atlassian.net/browse/HCC-7327)

* Pieces are clearly filled out
  + Description
  + Acceptance Criteria (Defining the who and what)
  + Can this be Dark Launched?
  + Notes for Development
  + Linked to Epic - unless it's a "one-off"
  + Steps to Reproduce (for Defect Tickets)
  + Release Notes for Features
  + Testing Steps
    - Can be tested
  + Documentation Impact
  + UI Impact
* Requirements understood
* UX design included, if applicable
* Known dependencies listed
* QA to gather data for testing
* For defects, test cases added to prevent bug in future

# Definition of Done

## Coding & Testing

### For Features

* Acceptance Criteria is met
* UnitTests/Integration Tests built and passing
* Build on separate feature branch
* Basic test scenarios included in QA steps, to be used with Acceptance Criteria and Release Notes (screenshot if possible)
* Add documentation for IC's, DevOps, SA's, Reporting on how to set it up
* Includes PR and Code Review
* Check with Release Coordinator to see where to check it in
* Update the Jira Status
* Watch it as QA tests it and fix any defects associated with it
  + QA adds Automated tests
  + Check and Fix existing tests that could be affected

### For Defects

* QA instructions for non-obvious steps are included
* Release Notes added/clear
* PR and Code Review
* Check with Release Coordinator to see where to check it in

## Dependencies

* Does it change the DB structure?
* Change the config template as needed
* Does this affect Provider Notifications?
* Does this affect Reporting?
* Does this affect Purges?
  + **Null values are touchy - check**
* Check for API Versioning/ 360 endpoint changes
* Check CAPD Endpoint

## Documentation

* Release Notes are written (PO)
* Screenshots of finished result is included - don't add icons - Mary will do it
* [README.md](http://readme.md/)
* Confluence page as needed
* Add documentation for IC's, DevOps, SA's, Reporting on how to set it up