

Template for team agreement for DAT096 2020

Since you will be using Scrum, your team agreement should, as far as possible, embody the Scrum values. This part is quoted from the Scrum Alliance web page:

<https://www.scrumalliance.org>

“Scrum Values

All work performed in Scrum needs a set of values as the foundation for the team's processes and interactions. And by embracing these five values, the team makes them even more instrumental to its health and success.

Focus

Because we focus on only a few things at a time, we work well together and produce excellent work. We deliver valuable items sooner.

Courage

Because we work as a team, we feel supported and have more resources at our disposal. This gives us the courage to undertake greater challenges.

Openness

As we work together, we express how we're doing, what's in our way, and our concerns so they can be addressed.

Commitment

Because we have great control over our own destiny, we are more committed to success.

Respect

As we work together, sharing successes and failures, we come to respect each other and to help each other become worthy of respect.”

Team members often have different views on how the joint work is to be carried out. Such differences may be a source of disagreement and of suboptimal project performance, as expectations and personal ambitions may mismatch. It is frequently helpful to start the project by clarifying in an agreement your external conflicts, personal ambitions, etc. to the other team members. This document is a template for such an agreement. You may modify it if you wish; especially there may be more things you may want to include. View this template as starting point.

Team member personal data

NAME	PHONE	E-MAIL	OTHER INFO

Rules for cooperation

Issue	How will you handle such issues?	How will the team handle it when a member breaks the rules?
Meetings, for example Meeting time & place reservations Scrum meetings: Daily scrum Sprint planning Sprint review Sprint retrospective Procedures Presence at meetings Late arrival Phones at meetings ...		
Division and execution of work, for example areas of responsibility, if any, in addition to scrum master assignment of subtasks such as design tasks writing tasks learning tasks chores deadlines working together, communication during work, other ways of communication asking for help ...		

Team decisions, When to use decision by majority, consensus, or other models Documentation of design decisions ...		
How should the Scrum values influence the way we interact and work together? Focus Courage Openness Commitment Respect		
Handling of document and files How, who? Versions and version control? Other tools to use? ...		
Communication outside meetings Response time? Tools/channels to use? Expectations if unforeseen things happen? Trello (or other tool) for handling product/sprint backlog...		
Consequences if team member breaks contract		

Ambition

Decide on a couple of sentences about your common goal for this work.
Mention something about the project but also about the report.

Our common goal is....

What is your **personal** level of ambition for this project? Here we recommend that you also discuss the individual course load for each team member and times when a team member may be less available.

Name	Moderate	High	Very high	Courses, work, travel or any other conflicts during project

Hand in on paper to Lena in a sealed envelope no later than Monday February 10, when sprint 1 starts. Write the team name on the front of the envelope. Also e-mail a pdf to Becky (rebecca.bergman@chalmers.se) who will need it for the team follow-up meeting.

Date _____

Signatures from all group members