

SCRUM TEAM WORKING AGREEMENT

Team Name: _____ Sprint: _____

Team Members:

1. _____
2. _____
3. _____
4. _____

Purpose and Goals:

This Working Agreement defines how the Scrum Team collaborates, communicates, and works together to deliver valuable products efficiently and effectively. It fosters mutual respect, accountability, and continuous improvement.

1. Communication

Team members commit to open, honest, and respectful communication. We use daily stand-ups for synchronization and maintain active channels for asynchronous discussions. Questions, impediments, and ideas are shared promptly to enable swift resolution.

2. Commitment

Each member commits to completing their agreed-upon work during the sprint. We respect individual capacities and support one another to meet sprint goals.

3. Meeting Etiquette

Meetings start and end on time. We prepare in advance and actively participate. Distractions are minimized by turning off non-essential devices and focusing on the agenda.

4. Definition of Done

Work is considered done only when it meets the team's agreed quality criteria including code review, testing, documentation, and deployment readiness.

5. Conflict Resolution

Conflicts are addressed promptly and constructively through direct communication or facilitated by the Scrum Master. Personal attacks or blame are strictly avoided.

6. Respect and Trust

We respect each other's opinions, backgrounds, and working styles. Trust is maintained by delivering on commitments and being transparent about challenges.

7. Continuous Improvement

The team regularly reflects on its processes and outcomes during retrospectives and strives to improve productivity and quality.

8. Accountability

Each member takes responsibility for their tasks and the overall team success. We hold each other accountable in a supportive and non-punitive manner.

9. Knowledge Sharing

Team members actively share knowledge, mentor each other, and contribute to collective learning.

10. Work-Life Balance

We respect personal time and avoid overcommitment to maintain sustainable pace and prevent burnout.

11. Remote and In-Person Work

The team agrees on norms for hybrid or remote work, including availability, responsiveness, and meeting participation.

12. Tools and Technology

We agree on the use of tools for communication, project tracking, and code management to enhance collaboration.

13. Feedback

Feedback is given and received constructively, focused on behaviors and outcomes, not personalities.

14. Roles and Responsibilities

Each member understands and respects their role within the Scrum framework including Product Owner, Scrum Master, and Developers.

15. Sprint Planning and Review

We engage fully in sprint planning and review meetings, providing input and feedback to ensure alignment and transparency.

16. Handling Impediments

Impediments are raised immediately to the Scrum Master or relevant party for resolution.

17. Quality Focus

Quality is a shared responsibility, embedded throughout development, not just at the end.

18. Documentation

We maintain necessary documentation to ensure clarity, continuity, and knowledge transfer without overburdening the team.

19. Compliance and Ethics

The team adheres to all applicable laws, regulations, and organizational policies, acting ethically at all times.

20. Amendments

This Agreement may be updated collaboratively as needed to reflect changes in team dynamics or organizational context. Changes require consensus.

TEAM MEMBER SIGNATURE

SCRUM MASTER SIGNATURE

Signature: _____

Signature: _____

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