

3. Scrum team Kinaxis working agreement

Team Preferences

Team Member	Meghna Tiwari	Willem van Lammere	Akoh Opaluwa	Jessica Zang	Kenza Rhaouti	Zakaria Kanja	Ganael Rauscher1	Marc COSTE	Nicolas GRAND-CLEM	Atish Mundhe
Role and main skills	Scrum Master	Product Owner	Maestro PM - DT	Service Owner	Maestro Interface Admin / User Admin	Maestro Interface Datahub Admin	Maestro Interface Admin / User Admin	Maestro Interface Datahub Expert		SAP BW- Maestro ETL Specialist
Working location and timezone	Pune	BRUXELLES	AUBERVILLIERS	CN Shanghai STP	Lyon	AUBERVILLIERS	Lyon	Lyon	Lyon	Pune
Working hours and commitments	9-5pm IST ,	10-5 CET	10-5 CET		10-5 CET	10-5 CET	10-5 CET	10-5 CET	10-5 CET	10-5 CET
Working environment and preferences	<i>I work from my home office and block out Mondays and thursday for deep work</i>									
How I like receiving feedback	1-2-1	1-2-1	1-2-1	1-2-1	1-2-1	1-2-1	1-2-1	1-2-1		1-2-1
Context about me	<i>I am a new parent and i love to coach teams and setup and build team towards agility.</i>									

Communication Channels

Channel	Purpose	Audience	Standards
Kinaxis IT Chat	Daily work related conversations, announcements	Core team, project team, leadership	open by default, expectations on responses

Meetings

Objective	Daily Stand Up	Sprint Planning	Product Backlog Refinement	Sprint Review	Sprint Retrospective
Outcomes	To Share & Track Daily progress and if any blockers	To Plan Upcoming Sprint, Goal and deliverables ,team availability	Backlog Refinement	To review sprint task assigned to team and to review DOD	To check team progress, what we done well what didn't and lesson learned
Format	whole team, stand up, status update	whole team	whole team, refinement	whole team ,demo, review	retro, team members
Who	SM,PO (optional) and Team	SM,PO and Team and other accountable members	SM,PO (mandatory) and Team	SM, PO, Team	SM , Team members , PO (optional)
Resources	Google Meet	Google Meet, Cameras	Google Meet, Cameras	Google Meet, Cameras	Google Meet, Cameras
How will we show up?	accountability, agendas, vulnerability, respect, equity	Respect, accountability	Respect, accountability	Respect, accountability	Respect, accountability
How will we manage follow up?	Record and knowledge share discussion points, decisions, actions etc	Record and knowledge share discussion points, decisions, actions etc			