

# Scrum team [LabBooster] working agreement

## Team Preferences

Team Member	Claire Pellerin	Asma Ben Amor	Akshata Basavaraj Emmi	Jason Brand	Mickaël Mayeur	Mohsan Butt	Pavlos Krontiras	Pierre Terron	Sami Bensmida	Alix Bongiorno	Prasanth GNANA SEKAR
<b>Role and main skills</b>	Product Owner	Business Analyst	Data Engineer	UX Designer	Full Stack Developer	Full Stack Developer	Domain Architect	Data Engineer	Data Engineer	Scrum Master	IT Laboratory Solutions Specialist
<b>Working location and timezone</b>	France (CET)	France (CET)	India (IST / GMT+5.30)	Belgium (CET)	Thailand (ICT / GMT+7)	Dubai (GST / GMT+4)	Greece (EET / GMT+2)	France (CET)	France (CET)	France (CET)	France (CET)
<b>Working hours and commitments</b>	9-5pm CET	9-5pm CET	9-3pm CET	9-5pm CET (part time)	9-3pm CET	9-5pm CET	9-5pm CET	9-5pm CET	9-5pm CET	9-5pm CET	9-5pm CET
<b>Working environment and preferences</b>	Office / home	Full remote	Full remote	Full remote	Full remote	Full remote	Full remote	Office / home	Full remote	Full remote	Office / home
<b>How I like receiving feedback</b>											
<b>Context about me</b>											

## Communication Channels

Channel	Purpose	Audience	Standards
LB chat available <a href="#">HERE</a>	Day to day discussions, fun	Scrum team	Be transparent and yourself!

## Meetings

Name	Daily meetings	Sprint Planning	Sprint Retro	Sprint Demo	Refinements
<b>Objective</b>	Provide visibility to the whole scrum team	Plan the upcoming sprint	Check on how to improve internally & externally	Provide transparently achievements of the team for stakeholders	Refine next sprints activities
<b>Outcomes</b>	Alignment	Alignment and goals for the sprint	Concrete actions to be pushed in the backlog if any	Feedbacks from stakeholders, priorities updates	Tickets understood & sized
<b>Format</b>	15' each day	1h30 every 2 weeks on fridays	1h every 2 weeks on fridays	30' every 2 weeks on fridays	2h per week / sub product
<b>Who</b>	Full scrum team with PO /SM	Full scrum team with PO/SM	Full scrum team with PO/SM + PM if need be	Full scrum team with PO/SM + stakeholders (GBUs) + PM	Sub product team with PO and/or Archi
<b>Resources</b>	Gmeet	GMeet	GMeet	GMeet	GMeet
<b>How will we show up?</b>	Transparency	Alignment and commitment	Honesty & transparency	Live demo, questions	Tickets clear for everyone
<b>How will we manage follow up?</b>	Jira tickets updates (feedbacks, comments...)	Daily meetings	Actions in backlog	Adaptation of backlog if needed	Backlog updated