

Scrum team [SPM] working agreement

Team Preferences

| | | | |
|-------------------------------------|-----------------------|-------------------|---------|
| Team Member | Pierre-Eliot Ollivier | Nikola TRAJKOVIC | T BD |
| Role and main skills | Business Analyst | Software engineer | PO |
| Working location and timezone | France (CET) | France (CET) | |
| Working hours and commitments | 9-5pm CET | 9-5pm CET | |
| Working environment and preferences | Full remote | Full remote | |
| How I like receiving feedback | | | |
| Context about me | | | |

Communication Channels

| Channel | Purpose | Audience | Standards |
|---|-----------------------------|------------|------------------------------|
| SPM chat available HERE | Day to day discussions, fun | Scrum team | Be transparent and yourself! |

Meetings

| Name | Daily meetings | Demo |
|-------------------------------|---|---|
| Objective | Provide visibility to the whole scrum team | Provide transparently achievements of the team for stakeholders |
| Outcomes | Alignment | Feedbacks from stakeholders, priorities updates |
| Format | 10' each day | 30' twice a week |
| Who | Team | Full team with main user |
| Resources | Gmeet | GMeet |
| How will we show up? | Transparency | Live demo, questions |
| How will we manage follow up? | Jira tickets updates (feedbacks, comments...) | Adaptation of backlog if needed |