

Scrum team [LabBooster] working agreement

Team Preferences

Team Member	Claire Pellerin	Asma Ben Amor	Akshata Basavaraj Emmi	Jason Brand	Mickael Mayeur	Mohsan Butt	Pavlos Krontiras	Pierre Terron	Sami Bensmida	Alix Bongiorno	Prasanth GNANA SEKAR
Role and main skills	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
Working location and timezone	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)
Working hours and commitments	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
Working environment and preferences	Office / home	Full remote	Full remote	Full remote	Full remote	Full remote	Full remote	Office / home	Full remote	Full remote	Office / home
How I like receiving feedback											
Context about me											

Communication Channels

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

Meetings

Name	Daily meetings	Sprint Planning	Sprint Retro	Sprint Demo	Refinements
Objective	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
Outcomes	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
Format	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
Who	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
Resources	Gmeet	GMeet	GMeet	GMeet	GMeet
How will we show up?	Transparency	Alignment and commitment	Honesty & transparency	Live demo, questions	Tickets clear for everyone
How will we manage follow up?	Jira tickets updates (feedbacks, comments...)	Daily meetings	Actions in backlog	Adaptation of backlog if needed	Backlog updated