

Scrum team [CSRD Site Reporting Automation Project] working agreement

Team Preferences

Team Member	Arti Lal-Sharma	Jasmine Zahmani	Brian Moreira
Role and main skills	Product Owner / Business Analyst	Software Engineer	PowerApp Developer
Working location and timezone	France (CET)	France (CET)	France (CET)
Working hours and commitments	9-5pm CET	9-5pm CET	9-5pm CET (part time)
Working environment and preferences	Office / home	Full remote	Full remote
How I like receiving feedback			
Context about me			

Communication Channels

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

Meetings

Name	Daily meetings	Demo / Test review	Retrospective
Objective	Provide visibility to the whole scrum team	Provide transparently achievements of the team for stakeholders	Check on how to improve internally & externally
Outcomes	Alignment	Feedbacks from stakeholders, priorities updates	Concrete actions to be pushed in the backlog if any
Format	15' each day	Each Release	30' each release
Who	Full team with PO	Full team with main users	Full team with PO
Resources	Gmeet	GMeet	GMeet
How will we show up?	Transparency	Live demo, questions	Honesty & transparency
How will we manage follow up?	Jira tickets updates (feedbacks, comments...)	Adaptation of backlog if needed	Actions in backlog