

Scrum team [ART Dashboard team] working agreement - template

Team Preferences

Team Member	TIWARI-ext, Meghna		
Working location and timezone	Pune		
Working hours and commitments	9-5pm IST ,		
Working environment and preferences	<i>e.g., I work from my home office and block out Mondays for deep work</i>		
How I like receiving feedback	<i>e.g., Directly in the moment, a later scheduled time</i>		
Context about me	<i>e.g. I have two loud dogs and love to make pottery.</i>		

Communication Channels

Channel	Purpose	Audience	Standards
Team chat available at ???	Daily work related conversations, announcements	Core team, project team, leadership	eopen by default, expectations on responses

Meetings

Objective	e.g., Stakeholder updates on Project X progress		
Outcomes	e.g., Stakeholders understand progress and can help us unblock impediments		
Format	e.g., 1;1, whole team, demo, stand up, retro, status update, Donut		
Who	e.g., Name, role and team of attendees		
Resources	e.g., Zoom, camera, laptop		
How will we show up?	e.g., accountability, agendas, vulnerability, respect, equity		
How will we manage follow up?	e.g., Record and knowledge share discussion points, decisions, actions etc		