Ground Rules and Working Agreement

- Be on time for meetings.
- Meet weekly face to face to discuss the project.
- We make decisions together.
- Everyone’s voice gets heard.
- If you have an idea. Put it into the backlog to be prioritized
- Be prepared for demo days.
- Stay focused on a feature/goal. Don’t get sucked into future creep. (If you think of something that should be included in the project; add it to the backlog.)
- Be honest with your teammates. **Always tell the truth.**
- Communication is key.
  - Don’t drop off the face of the planet. We need a status update from you at least once a week.
  - If you think that you will have trouble making your commitments; please ask for help from your teammates. The earlier the better.
- Update your Trello cards daily. And push your latest branches to the remote repo.
- Don’t be afraid to ask questions or raise issues. (As soon as possible)
- Help each other. We are a team and we should be there for each other.
- Address conflicts immediately and attempt to handle them privately between you and your teammate
- Act professionally