



Team Working Agreement

Template

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[INST TEAM NAME HERE]

Team Working Agreement

[PRESENTER NAME]

[DATE]

The Who (Internal)...

Contributors and Relationships

Identify names, roles, and contact information for the project participants

Internal Team

<Name>	<Role>	<Project Role>	<Email>	<Phone>
John Smith	Client Onboarder	SME	[INST HERE]	[INST HERE]
Jennifer Cruz	Appian Designer	Architect	[INST HERE]	[INST HERE]

The Who (External)...

Contributors and Relationships

Identify names, roles, and contact information for the project participants

External Team

<Name>	<Role>	<Project Role>	<Email>	<Phone>
John Silver	Enterprise Architect	SME	[INST HERE]	[INST HERE]
Sue Macklin	Appian Team Lead	Appian Team Lead	[INST HERE]	[INST HERE]

The When...

Cadence

Time(s) for Sprint Retrospective/Sprint Planning, Daily Stand-Up, Sprint Demos, Prioritization Meeting, Estimation Meeting, and Backlog Grooming Sessions

Sample Sprint Cadence

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1			Backlog Estimations (8:15 AM)		
Week 2	User Story Workshop (10 AM - 12 PM)		Backlog Prioritization (10 AM)		Sprint Demo (10 AM - 11 AM)
				Cold Freeze	Sprint Planning (1PM - 3PM)

The When...

Logistics

Time(s) for Sprint Retrospective/Sprint Planning, Daily Stand-Up, Sprint Demos, Prioritization Meeting, Estimation Meeting, and Backlog Grooming Sessions

Meeting	Required Attendees	Optional Attendees	Facilitator(s)	Logistics
Daily Stand-Up				Webex, invite will be sent
Backlog Prioritization				Same Webex as Stand-Up
Sprint Demo				Same Webex as Stand-Up
Sprint Planning				Same Webex as Stand-Up

Testing

What types of testing will be needed?	Who will be testing?	How will the spring and project testing be managed?
Automated Testing	Testing Team	The testing team will create cucumber scripts for completed development in sprint n, during sprint n+1
Performance and Load Testing	Testing Team	The testing team will create and execute load tests for completed development in sprint n, during sprint n+1. The testing team will create comprehensive load tests at the end of every 4 dev sprints
System Integration Testing	Development Team	This will be performed on the second to last day of each development sprint when the application is pushed to the test environment.
Accessibility Testing	Development Team and Testing Team	This will be included in the DoD so that every story is tested by the testing team with screen reader before being moved to "Done".
Testing Across Devices	Not needed for this application	N/A