

TWG Team Working Agreement			
Project: Browser's Castle - FITC	Team: Liam & Ksenija		Client: FITC Audience
Process Overview			
Sprint Length	2 weeks (6ish sprints)		
Sprint Planning	Trello		
JIRA User Story Creation	Trello description + checklist		
Meetings			
Stand Up	Weekly session		Location: Slack
Sprint Planning Meetings	See above		Location: BR 3-2
Sprint Retrospective	N/A, we'll do a Project Retro		Location: BR 3-2
Client Meetings	There will be one at some point, at FITC		Location: at FITC
User Interviews / Testing	In-person 3-5 people		Responsible: Both
Working Hours			
Team Working Hours	10 - 4 (approx 2 hrs a week)		
Commitments			
	I will...		I won't...
Tech Lead	<ul style="list-style-type: none"> I will PM the landing page scope of work I will kick-off the discussion around "speaking the same language" I will create all developer-related content I will create the landing page I will give 24 hour notice for timeline changes I will request the assets that are necessary (with guidelines, also if necessary) I will provide feedback within the week (if expect it addressed or for a discussion to happen) 		
Designer	<ul style="list-style-type: none"> I will operate as PM on this project (trello + comms) I will share all WIP as created in Invision I will export all layouts to Zeplin when final I will give 24hr notice on any timeline changes I will provide feedback in a timely manner (within the week of said activity) I will kick-off creation of the talk with the team's collaboration 		
Product Manager	<ul style="list-style-type: none"> e.g. client communications lead, backlog owner, product guidance, defines completion I will establish the product vision through collaboration with the project team I will attend every standup, or give notice the previous day if not attending I will keep the roadmap up to date, following any new information, and circulate with internal and client teams I will communicate with Client, Team and Account Management if we are going to miss deadlines/milestones I will bring the donuts (from Little Nicky's) I will ensure that Mobius resourcing is accurate by end of week I will not Slack other people or teams during meetings Jonathan will show up early to his meetings I will create visibility and excitement about our project through at least 2 demos and standup updates I will ensure that we conduct user testing for reasons (fill in as appropriate) I will make sure that we have clarity around all user stories prior to sprint kickoff I will post an agenda & goals in the invite for every meeting prior to the meeting I will coordinate a sprint retrospective every sprint, and use the outputs in the project retrospective I will use the product on a weekly basis to ensure I understand the current status of builds I will confirm the device / browser coverage that is required before we start building the product I will send a recap email following every phone or in-person meeting I will coordinate a team lunch for the team if we hold to our commitments I will book all project touchpoints and milestones at the beginning of the project I will not make design commitments to clients without reviewing with the designer I will communicate the effects of my workload on my mental health in the moment 		
Web Developer	e.g. front end development work, suggest appropriate technologies		
Back End Developer	e.g. back end development work, suggest appropriate technologies		
Mobile Developer	e.g. mobile development work, suggest appropriate technologies		
Communication Tools			
Project Discussion (Internal)	Slack, Trello, Invision (review + testing), Zeplin, Google Drive		
Project Discussion (External)	In-person, Zoom.us		
Document Sharing	Google Docs, Zeplin		
Design Deliverables	Sketch, Invision, Zeplin, Keynote (presentation tool)		
Important Documents (Also add these as cards in Trello)			
Roadmap	https://docs.google.com/a/theworkinggroup.ca/document/d/1uBR5oYgMilmZZnYcJPLuW93t6i27XFrDE7M65IAOQ4/edit?usp=sharing		
Designs			
JIRA Project			
Other Documents			
Who Owns What			
Key Sprint Zero Activities	Web Designer	Both (Collaboration)	Designer
Kickoff			
Create Kickoff Deck		N/A	
Present Kickoff Deck		N/A	
Lean Canvas Workshop			
Moderate Workshop		N/A	
Document Workshop (Create Deliverable)		N/A	
Stakeholder and User Interviews			
Stakeholder Interviews		N/A	

User Interviews (Discovery)		N/A	
Question Script		N/A	
User Flows and Journeys			
Low Fidelity (Whiteboard)		YES	
High Fidelity (Deliverable)			YES
User Personas			
Sub-Task		N/A	
Mood board / Style Tiles			
Design of Mood Board	YES - Codepen Interaction Moodboard		YES - Invision Moodboard
Presenting to the Client		N/A	
Comparables and Competitors			
Comparables		N/A	
Petal Diagram		N/A	
Wireframes			
Low Fidelity (Whiteboard)		YES	
High Fidelity (Deliverable)		N/A	
Usability Testing			
Recruiting Users			YES
Scheduling Tests			YES
Testing Script			
Moderating Tests			
Note Taking			
Synthesizing Findings in Keynote			YES
Presenting Findings to the Client			
High-Fidelity Design			
Sketch Layouts			YES
Zeplin Hand-off			
Copy creation		YES	
Content Creation		YES	
Engineering Tasks			
Sprint Planning	YES		
Code	YES		
Product Testing	YES		
Presentation Creation			
Design the narrative		YES	
Create the deck		YES	
Practise the talk		YES	
Project File Handoff			
Final Client Presentation			
Product Roadmap			
Sub-Task			
Scope Changes			
Process for Scope Changes	e.g. documented in the roadmap		

SPRINT DEVELOPMENT CYCLE				
Client Meeting	Full Work Day			
WEEK 1				
Sprint Retrospective	Sprint Alignment w/ Client			
M	T	W	Th	F
Plan Day	Development			
WEEK 2				
		Feature Freeze EOD	Code Freeze EOD	Sprint Demo Sprint Planning Sprint Demo
M	T	W	Th	F
Development			Bug Bash - AM Bug Fix - PM	Bug Fix

Name	Title	Email	Land Line	Mobile	Notes
			Nasca		
			Ley		
			Timezone		
			Border		
			Meridian		
			Tropic		