

Rules of Engagement

The Team will...

1. Make every effort to meet the commitments it makes to the organization.
2. Give valid estimates of work based upon the best information available at the time.
3. Use the rule of “yesterday’s weather” for iteration velocity and therefore will never commit to more work in an iteration than was completed in the prior iteration.
4. Hold each other accountable for work completion and timeboxing.
5. Meet each day for the daily standup and answer the questions: What did I complete since our last meeting? What will I complete before our next meeting? What is impeding me?
6. Be on time for the daily standup.
7. Create software that at the end of each iteration that matches their definition of “done.”
8. Strive to improve every iteration.
9. Expose impediments, and risks as quickly as possible.
10. Ask the question “How will I know I’ve done that?” whenever something is unclear.
11. Always work on the highest value items first, following the rule that the next thing to work on is the highest priority item possible to be worked on.

The Product Champion will...

1. Maintain a prioritized backlog of work items for the team.
2. Break high level features into minimal releasable features when necessary and not before.
3. Break minimally releasable features into stories of the form “As a <user> I want <description> so that <business value>.” This breakdown will occur only when needed, not before.
4. Attend and participate in planning meetings, reviews and retrospectives.
5. Respond quickly to questions.
6. Represent the team when speaking to users/customers/stakeholders, and represent users/customers/stakeholders when speaking to the team.
7. Be empowered to make decisions on behalf of the user/customer/stakeholder community.

The Scrum Master will...

1. Maintain a location showing team work and status.
2. Track impediments that are blocking the team.
3. Remove impediments as quickly as possible.
4. Facilitate all team meetings including planning, review, retrospective and daily meetings.
5. Hold the team accountable for results in a supportive fashion.
6. Help the team improve.

