

# AGILE TEAM AGREEMENT

Location: \_\_\_\_\_ Agreement Version: \_\_\_\_\_

## Parties Involved:

Team Name: \_\_\_\_\_

Product Owner: \_\_\_\_\_

Scrum Master: \_\_\_\_\_

Team Members: \_\_\_\_\_

## Purpose:

This Agile Team Agreement outlines the commitments, roles, responsibilities, and behavioral expectations of all members contributing to the Agile team's success. The goal is to foster collaboration, transparency, respect, and high performance.

## Team Values and Principles:

We commit to a culture of openness, continuous improvement, accountability, and mutual respect. We embrace Agile principles, valuing individuals and interactions, working software, customer collaboration, and responding to change.

## Roles and Responsibilities:

Product Owner:

Defines product vision, manages backlog, prioritizes work, and ensures value delivery.

Scrum Master:

Facilitates Agile ceremonies, removes impediments, and coaches the team.

Team Members:

Collaborate on design, development, testing, and deliverables with quality and commitment.

## Working Agreements:

1. Regular attendance and active participation in all Agile ceremonies including sprint planning, daily stand-ups, sprint reviews, and retrospectives.
2. Respectful and constructive communication among all team members.
3. Timely completion of committed work and transparency about progress and blockers.
4. Support for continuous learning, feedback, and process improvements.
5. Collaboration and knowledge sharing across roles.

## Decision-Making Process:

Decisions will be made by consensus whenever possible. When consensus cannot be reached, the Product Owner or Scrum Master may make the final decision after consultation with the team. All team members agree to support the final decisions and focus on team success.

## Conflict Resolution:

Team members commit to addressing conflicts openly and respectfully. Issues will be raised promptly in appropriate forums, such as retrospectives or one-on-ones. If needed, escalation to Scrum Master or management will follow to facilitate resolution.

**Confidentiality:**

All proprietary information, trade secrets, and sensitive data shared within the team or company must be kept confidential and only used for authorized purposes.

**Amendments:**

This Agreement may be amended or updated with the consent of all team members. Amendments shall be documented and communicated clearly to ensure shared understanding and commitment.

**Legal Compliance and Enforceability:**

This Agreement is governed by and construed in accordance with the laws of the United States of America. The parties acknowledge that this Agreement is legally binding and enforceable. Should any provision be held invalid or unenforceable, remaining provisions shall continue in full force and effect.

**Term and Termination:**

This Agreement shall remain in effect for the duration of the team's operation unless terminated by mutual consent. Termination requires written notice and settlement of any outstanding obligations.

**Signatures:**

**TEAM MEMBER NAME**

**SIGNATURE**

**DATE**

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