

# SCRUM TEAM WORKING AGREEMENT

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

Project Name: \_\_\_\_\_

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## **Purpose:**

This Working Agreement sets forth the commitments, values, and working norms agreed upon by the Scrum Team members to foster collaboration, transparency, and accountability throughout the project lifecycle. All team members commit to abiding by this Agreement to achieve shared goals efficiently and effectively.

## **1. Team Values**

The Scrum Team commits to uphold the following core values: Commitment, Courage, Focus, Openness, and Respect. These values guide all interactions and decision-making processes within the team.

## **2. Communication**

Team members agree to communicate openly and respectfully, ensuring timely and transparent sharing of information. Daily Stand-ups will be attended punctually, and active participation is expected.

## **3. Meetings**

All Scrum ceremonies including Sprint Planning, Daily Stand-ups, Sprint Reviews, and Retrospectives will be attended by all team members unless prior notice is provided. Meetings will start and end on time.

## **4. Collaboration**

Team members will collaborate effectively, offering help when needed, sharing knowledge, and working collectively to remove impediments and deliver high-quality increments.

## **5. Accountability**

Each team member is responsible for their commitments and deliverables. Issues or blockers must be raised promptly to ensure timely resolution.

## **6. Conflict Resolution**

Conflicts will be addressed directly and constructively within the team, prioritizing mutual respect and the team's goals. If necessary, escalation to Scrum Master or management will occur.

## **7. Definition of Done**

The team agrees upon a clear and shared Definition of Done for all Product Backlog items, ensuring that increments are releasable and meet agreed quality standards.

## **8. Continuous Improvement**

The team commits to regularly inspect and adapt processes and interactions, striving for continuous improvement through retrospectives and feedback.

## **9. Respect for Roles**

The roles within the Scrum Team (Product Owner, Scrum Master, Developers) will be respected, recognizing their accountabilities and responsibilities.

## **10. Time Management**

Work hours and breaks will be respected by all team members. Overtime should be avoided and communicated in

advance when necessary.

**11. Tools and Documentation**

The team will use agreed-upon tools for collaboration and documentation, ensuring accessibility, accuracy, and currency of all project artifacts.

**12. Remote Work Etiquette**

When working remotely, team members will ensure availability during core hours, maintain video presence during meetings when possible, and communicate any connectivity issues proactively.

**13. Confidentiality**

All team members shall handle project information, intellectual property, and personal data in accordance with applicable laws and company policies, maintaining confidentiality and data security.

**14. Work-Life Balance**

The team acknowledges the importance of work-life balance and commits to supporting each other in maintaining a healthy, sustainable work environment.

**15. Recognition and Feedback**

Constructive feedback will be given and received respectfully. Achievements and efforts will be recognized openly to boost morale and motivation.

**16. Enforcement**

Failure to abide by this Working Agreement may be addressed through team discussion facilitated by the Scrum Master. Persistent issues may be escalated in accordance with organizational procedures.

**17. Amendments**

This Working Agreement may be reviewed and amended with consensus during Sprint Retrospectives or other agreed-upon team meetings.

**18. Legal Compliance**

All team activities and this Agreement shall comply with applicable United States laws and regulations.

**19. Signatures**

This Agreement is acknowledged and accepted by the Scrum Team members whose signatures appear below.

**SCRUM MASTER SIGNATURE    PRODUCT OWNER SIGNATURE    TEAM MEMBER SIGNATURE**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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