

# Sample Rules of Engagement

1. If I can't attend the Daily Stand-up, I will send my updates to the entire team
2. If I will miss more than a day at work (e.g. training vacation, etc.), I will make sure to handover my started but unfinished work to another team member
3. I am committed to keeping our Scrum Board up to date to reflect the correct statuses of each JIRA item (story, defect or task)
4. I will make every effort to finish story / defect I have started before I take or start a new story / defect
5. I'll use the correct naming conventions in our day to day communication such as story, defects, etc. and avoid using generic names such as "ticket" or "Jira."
6. Whenever I commit code in Subversion or GIT, I'll make sure to write the associated Jira id number and brief description if possible to maintain traceability
7. Whenever I take new story or defect from the Sprint Backlog, I am responsible for knowing and updating the 'fix version'
8. I'll appropriately use the comments in a Story / defect
9. If I raise a flag (impediment), I'll write appropriate comments to describe the impediment. I'll also update the comments as soon as the impediment is resolved and remove the flag on the defect / story
10. I'll be open to new approaches and listen to new ideas about how we work as team or that may help me in my daily work
11. I will avoid the blame game, and instead discuss issues with process or approaches and explore ideas how on how they can be improved
12. Whenever I am in a discussion with other team members, I'll focus my input on the topic we are discussing
13. I'll listen openly to other points of view
14. I'll use parking lot to capture "off topic" questions, ideas and concerns