

Document Type	Deliverable 1 – Team Manifesto
Team Name	(Start-up or team name)
Team formed at	(Town where attended Start-up Scrum)
Team Members	(Full name, country of residency of each member)
Release Date	(Date document is uploaded at Moodle)

Contact Person regarding this Deliverable	(Team member name and contact details)
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1. Team Vision

- Describe the reason for your team’s existence;
- What your shared-values are; and
- What the team’s goal / What are you trying to achieve (during the EU-XCEL timeframe and beyond)

2. Team Profile & Roles

- Describe the team member’s profile, including academic background, professional experience, know-how and skills that are relevant for the project;
- List relevant non-work related facts about the team members (e.g. relevant cultural background information, interesting network contacts, personal values, personal interests, life-goals, motivation sources, etc);
- For each team member describe the role within team, detailing all responsibilities this person will assume during the EU-XCEL program.
- Name a person to be responsible for scheduling meetings, contacting the assigned mentor and uploading deliverables to the EU-XCEL Moodle platform.
- Assign a person the informal role of “pacifier / referee” in case of conflict management;

3. Team Expectations and Commitment Level

- Time-zones each team member live in and public holidays within the timeframe of the program;
- Agree upon the amount of hours per week each team member will commit to the EU-XCEL program;
- Define a time schedule of week-days and time slots each team member will allocate to the program, making sure you have at least 3-5h per week of overlap among all team members;

- Make sure you clarify if there will be any idle period (e.g. university exam week or pre-planned vacation) and define how and when the team member should compensate it;
- Define a common list of expectations regarding each other's commitment level;

4. Communication Agreement

- Create a "Hierarchical messaging plan" by describing which communication tools you will use and in which case each tool should be used (e.g. e-mail or only forum discussion; WhatsApp for urgent matters; skype video for weekly team meetings, etc);
- Define if all communications should be on group level or specify cases in which 1-to-1 communication is more appropriate;
- Agree on an appropriate timing for responding communications in each channel (tool) described;
- Establish a week time slot for a team meeting via video-call and assign one team member to take the meeting minutes and send out a protocol of each meeting's discussion to all team members as well as the assigned mentor;
- Describe the agreement made with the assigned mentor: when and how you will stay in touch;

5. Work-flow Management Agreement

- Clarify the work process by defining how you will collaborate within documents and ensure a common understanding of scope, timeline, outcomes and metrics (Please make sure this agreement is in accordance with the Action Plan Deliverable and the EU-XCEL Milestones and Deliverables);
- Define tools for document sharing, project management, etc and assign who is responsible for setting up each platform and creating the initial working documents;

6. Founder's Intellectual Property Agreement

- Initial agreement regarding intellectual property of content is created during the program and alignments for specific future scenarios (e.g. IP rights of team member that leaves the team before and/or after the end of the program); Please also consider pre-existing content, in case the team decides to follow on a member's existing idea/project

Date and Signature of all team members