| PROJECT NAME | **Trace3 - Meeting Management Tool** |
| --- | --- |
| TEAM MEMBERS  | ID | NAME | Contact Information (text,email..) | preferred method | | --- | --- | --- | --- | | 1 | Asheer Mogal | text: +1 (240) 438-0714 ,email: asheerm@umd.edu | email | | 2 | Farah Bushra | text: +1 (240) 968-9679,email: farahb@umd.edu | email | | 3 | Harshil Patel | text: +1 (240) 828-9036,email: hpatel33@umd.edu | email | | 4 | Niharika Gupta | text: +1 (240) 384-8503,email: ngupta10@umd.edu | email | | 5 | Pradyum Mohta | text: +1(571) 507-3390 ,email: prady@umd.edu | email | | 6 | Pranay Reddy Anthareddy | text: +1 (301) 531-0597,email: pranay18@umd.edu | email | | 7 | Siddharth Khare | text: +1 (240) 351-3384,email: sidkhare@umd.edu | email | | |

# TEAM MANAGEMENT

| ROLES AND RESPONSIBILITIES | | Who is responsible for what? How are responsibilities divided? |
| --- | --- | --- |
| ROLE | ASSIGNED TO | RESPONSIBILITIES |
| Backend Developer and Project Organizer | Asheer Mogal | Leads backend development and system integration. Organizes and structures the project, ensuring that all components, including frontend, backend, and testing, are well-connected and aligned. |
| Project Coordinator | Farah Bushra | Manages communication with stakeholders, maintains project timelines, facilitates meetings, and ensures smooth coordination across all teams. Acts as the primary point of contact. |
| Client Liaison & Frontend Developer | Harshil Patel | Acts as the second point of contact with the client, taking key notes during meetings. Responsible for documenting project details and ensuring the team stays on track. Additionally contributes to frontend development, focusing on UI design, KPI metrics calculation and integration. |
| Technical Lead | Niharika Gupta | Leads all technical development aspects of the project, including backend development, system architecture, and technical integrations. Ensures technical components align with project goals and functionality. |
| Full Stack Developer | Pradyum Mohta | Leads front-end development with ReactJS and backend development with Django. Implements responsive user interfaces and develops secure APIs, ensuring smooth integration, scalability, and optimized performance across the system. |
| Testing and Quality Assurance Lead | Pranay Reddy Anthareddy | Responsible for leading testing efforts and ensuring quality assurance across the project. Focuses on identifying bugs, verifying system functionality, and maintaining security protocols. |
| Project Development Lead | Siddharth Khare | Oversees the entire project, ensuring alignment between all teams and phases. Reviews work, suggests improvements, and ensures that the project meets quality standards and objectives. |

Meeting Guidelines

| ID | DESCRIPTION |
| --- | --- |
| 1 | Meetings will be held every two weeks on either Tuesdays, Wednesdays, or Thursdays. |
| 2 | Meeting agenda will be sent out 24 hours prior by the meeting facilitator. |
| 3 | Minutes of the meeting will be documented and shared with all team members. |
| 4 | Each team member is expected to come prepared with updates on their tasks. |
| 5 | Any blockers should be raised during the meeting for quick resolution. |

Decision-Making Process

| ID | DESCRIPTION |
| --- | --- |
| 1 | Decisions will be made by consensus during meetings or via email or whatsapp polling if urgent. |
| 2 | In case of disagreements, the Project Development Lead will have the final say after discussing with the team. |
| 3 | For technical decisions, inputs from Full Stack Developer and Technical Lead will be given priority. |
| 4 | All major changes will require approval from both the team and the client (Trace3). |
| 5 | If required or felt needful, prior to taking a final decision, inputs will be taken from Professor Shapiro. |