

Explanation of the productivity scheme of the team

To ensure efficiency and effective collaboration, our team has adopted a structured productivity scheme that aligns with our **Agile (Scrum) development process**. This scheme ensures that tasks are managed efficiently, communication remains clear, and individual contributions are well-documented.

1. Task Management & Tracking

- We use **GitHub Issues** to manage and track our work. Each task is created as an issue, assigned to a team member, and updated as progress is made.
- This approach provides **transparency**, as all team members can view assigned tasks, monitor status updates, and collaborate on solving issues.
- Tasks are categorized based on **priority** and **dependencies** to ensure efficient workflow execution.

2. Communication & Meetings

- The team maintains **continuous communication** using **WhatsApp** for quick discussions, clarifications, and status updates.
- We conduct **weekly in-person meetings** to:
 - Review progress on tasks.
 - Discuss and resolve any challenges.
 - Plan upcoming sprints and prioritize new tasks.
- If necessary, additional online meetings may be held to address urgent issues or clarify key aspects of development.

3. Work Distribution & Collaboration

- Tasks are assigned during **Sprint Planning** meetings, ensuring that each team member has a clear role and responsibility.
- Team members collaborate through **GitHub**, making pull requests, reviewing code, and merging changes iteratively.
- Each sprint has defined goals, such as **completing specific features** (e.g., UI setup, login functionality, backend development).
- We prioritize an **iterative approach**, where features are tested, improved, and refined based on feedback.

4. Self-Assessment of Team Members' Contributions

- Each team member must **evaluate their contributions** at the end of every sprint.
- This includes reflecting on:
 - The tasks they completed.
 - Any challenges faced.

- How they contributed to team discussions and problem-solving.
- Self-assessments will be documented to ensure fairness and accountability in the final project evaluation.

By following this structured **productivity scheme**, our team ensures that work is distributed effectively, communication remains clear, and the project progresses smoothly through **iterative, incremental development cycles**.