GROUP: 03 Team Norms:

1: Project would be coordinated on GitHub where everyone will contribute in his/her way according to the task given.

2: Meetings would be held on every Sunday and Thursday morning where presence of every individual is important.

3: Meetings will start on time where there will be discussion only related to the project.

4: An agenda will be posted in advance to be discussed in each meeting along with the progress of task given to each individual. Short summary will be posted on WhatsApp group after every meeting.

5: Team member is accountable for the task given to him on given time.

6: Team agrees that absent members will be given notice of team decisions and the   opportunity to express concerns before finalizing the decision.

7: Individuals may not fully agree with team decisions but will fully support it.

8: Everyone must explain in detail how he had done the things to achieve his/her target so that everyone can have idea about that.

9: If there is any clash between ideas or in between implementation of idea, decision will be taken on voting basis.

10: Everyone must interact positively in between the discussion and meeting and active participation is needed.

11: Everyone is free to give suggestions but nobody will demoralize any other team member by any means.

12: Team progress is all based on implementation of idea and nobody will disclose the idea or working procedure with other teams.

13: Unity in diversity. Everyone is capable of doing one or other thing in better way, so every member of team must take initiative when new opportunity arises.

14: Team will work on hierarchal basis where team leader will be accountable for the proper functioning of team.

15: Team co-leader will help leader when needed, along with team management.

16: Team within a team can be possible when such situation arises where some task can't be achieved by individual.

17: Team consists of eight members where at max three student will work on background reading, data analysis, data flow diagram etc. and rest of the team will work on implementation of project.

Team Members: 1: Sharad Patel (201452030) - <u>Team Leader</u>
2: Prateek Paliwal (201452015)- <u>Team Co-Leader</u>
3: Aniket Raj (201452027)
4 Vaibhav Anand(201452028)
5: Mayank Sharma(201452040)
6: Mayank Maurya(201452006)
7: Rajeev Kumar Singh(201452062)
8: A.Prashanth(201452007)