

Team Working Agreement

To ensure the smooth and successful completion of the Computer Science Capstone Project, the Med-X team must comply with the following expectations. As a team, we will commit to being transparent and accountable with our project responsibilities, be honest and straightforward when it comes to project plans, timeline, and progress, be proactive in trying to foresee and avoid difficulties, take initiative in tasks where a member's skills are capable, prioritize the overall success of the project, and follow through to the end.

Terms of Agreement:

Communication

The team will communicate with each other through various methods. For weekly meetings for meaningful team discussions, zoom meetings will be used. All team members are encouraged to keep their cameras on in order to build trust between the team and reflect transparency.

Comments, questions, quick discussion, and emergencies are to be communicated through a Whatsapp messenger group chat.

To share the final deliverables, share resources, and take notes, Google Docs will be used where all the team members can edit the document. Files and other resources that are not suitable to be posted on Google Docs will be uploaded on OneDrive. This includes recordings of weekly team meetings, Microsoft Word documents and PowerPoints.

A platform called ClickUp will be used to keep track of tasks, assignment due dates, and scheduled meetings. Members are assigned to tasks, where the status can be changed to show progress and viewed as a timeline. This platform assists in project management efficiency.

In all discussions within the team, members are expected to actively listen, remain focused on the topic at hand, and utilize visuals to help with the conversation.

Work Division and Participation

The entire project work should be divided into equal parts, and equal responsibilities should be given to all the team members. Members are expected to select and contribute to tasks in which their skills are best fit.

Each team member should complete their division of work before the class deadline and by the team's scheduled date. If work is unable to be completed on time, that hinders the performance of the entire team. In any case a team member is facing difficulty or issues with completing tasks, they are expected to share it with the team so that they can help each other and complete the work before the deadline.

All the team members are expected to attend the scheduled meetings promptly. All members should show respect, share feedback and suggestions, and share skills and knowledge that would assist in the progress of the project.

Absence during multiple meetings will affect the team's performance and efficiency. The team member can discuss beforehand with the team if he/she is going to miss the meeting. Meetings will be recorded, therefore members who miss a meeting are expected to watch the recording.

Work is divided between members of the group voluntarily. However, if members lack participation, the team leader is permitted to assign necessary tasks to absentee members.

Meetings

All the team members will meet on zoom virtually every week. Meetings will occur 3 times a week on Mondays, Wednesdays, and Fridays at 5 pm. Exact dates and times are verified in the previous meeting. This ensures flexibility to accommodate everyone's schedules and a greater likelihood that all members can attend. All the team members must be present, unless for exceptional cases that are communicated to the team.

The team leader would be responsible for initiating and monitoring project tasks and assignments. The scrum master is expected to lead and monitor sprints and daily scrums.

The status of tasks and meeting notes on ClickUp will be added and updated after every meeting to keep track of the project and its progress.

Every team member is expected to come up with ideas, participate in the discussion, and give an update on their progress for their part of the work.

In case a member is absent during a meeting, that member pledges to support whichever decision is approved during that meeting. They are also expected to watch the recording of the meeting and ask any questions to clarify what they have missed.

Respect

It is essential that all members have a chance to share their opinion and make any suggestions without judgment. The project is a team effort where all members work together, taking advantage of our collective knowledge to come up with solutions and confront problems that may arise. Data will be used to inform our decisions whenever possible.

All members agree to respect each other's personal schedules and listen to each other's perspectives with an open mind.

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