

# TEAM AGREEMENT – DATA DRIFTS

Date: 20/01/2026

## Regular Meetings

**When:** Twice a week

**Where:** Google Meet

**Duration:** 10 – 15 minutes

## Communication

**Primary channel:** Discord

**Response expectation:** 1 – 2 hours

**Emergency contact:** WhatsApp group

## Roles & Responsibilities

**Project Lead:** Karan – Coordinates meetings, tracks milestones

**Technical Lead:** Santiago – Architecture decisions, code quality

**Data Lead:** Amel – Data pipeline, quality assurance

**Documentation Lead:** Santiago – Keeps docs current

## Work Distribution

- Tasks assigned in project board
- Everyone reviews everyone's code
- Rotate roles every 2–3 weeks

## Conflict Resolution

- Discussion in team meeting
- If unresolved, consult with instructor

## Commitment

- Attend all scheduled meetings
- Complete assigned tasks by deadlines
- Communicate proactively if problems arise
- Support team members when needed

## Signatures

Santiago Cardenas	<i>santiago cardenas</i>	Signature
Karan Gill	<i>Karan Gill</i>	Signature
Amel Sunil	<i>Amel Sunil</i>	Signature