

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		Signature
Karan Gill		Signature
Amel Sunil		Signature