Teamwork Agreement

Participation:

- Active participation in project discussions and punctual attendance at meetings are crucial for our team's success. Multiple absences can hinder efficiency and overall performance. To mitigate this, team members are encouraged to communicate in advance with the team leader if they anticipate missing a meeting. This proactive approach allows for adjustments and ensures everyone remains on the same page. In case of a missed meeting, there is an expectation that the team member will catch up on the discussed topics before the next meeting.
- This commitment to staying informed fosters a culture of accountability and reinforces our dedication to project success. Ultimately, our emphasis on effective communication and collaboration helps maintain a productive and synergistic team dynamic, ensuring that each member contributes significantly to achieving our project goals.

Communication:

- Our team's communication and collaboration will be facilitated through a WhatsApp group for quick updates and discussions. Meetings will be scheduled on Zoom, providing a platform for more comprehensive discussions and face-to-face interactions.
- For task management, we will utilize Asana mobile software to track assigned tasks efficiently. Dependencies on other tasks will be communicated through task comments, ensuring clarity in project progression.
- To share and collaborate on final deliverables, our primary platforms will be GitHub, WhatsApp, and Google Docs. GitHub allows collaborative development with version control, while WhatsApp ensures swift communication. Google Docs enables real-time editing and collaborative work on documents. This multi-platform approach ensures flexibility and accessibility, allowing all team members to contribute, edit, and track progress seamlessly. By employing these tools, we aim to streamline communication, enhance task management, and foster a collaborative environment conducive to successful project outcomes.

Work Division:

- The project workload will be evenly distributed among all team members, ensuring equal responsibilities for everyone. Each member is accountable for completing their assigned tasks before the deadline. Timely completion is crucial, as any delays impact the overall team performance.

- Open communication is encouraged within the team. If a member encounters challenges or difficulties at any point, sharing these concerns with the team allows for collective problem-solving. This collaborative approach ensures that team members can assist each other, addressing issues promptly and working together to meet deadlines.
- By fostering a culture of shared responsibility and open communication, we aim to create a supportive environment where challenges are addressed collectively. This approach not only enhances individual and team performance but also contributes to the successful and timely completion of the entire project.

Team Members:

- Krits Chotechuangchaikul (kc98629n@pace.edu)
- Yash Vora (yashvora2711@gmail.com)
- Hitesh Pulivarthi (hp85695n@pace.edu)
- Zhifu Chen (zc30266p@pace.edu)
- Linlan Cai (lc03159p@pace.edu)
- Sarthak Mishra (mishra.sarthak.5@gmail.com)
- Aakash Akhilesh Patel (Patel.aakash19008@gmail.com)