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| **Team Name: Group 2** |
| **Team Members:**   |  |  |  | | --- | --- | --- | | **Name** | **Student Number** | **Contact Number** | | Huda Ibraheem | D24126339 | 083 447 7463 | | Karan Joseph | D24125555 | 087 492 4547 | | Shalini Kuruguntla | D24126048 | 089 213 4144 | | Sai Priyanka Basa Shanker | D24125575 | 089 976 1927 | | Hina Kausar | D24127853 | 0899484178 | |
| **Team Meetings:**  Our team consists of five members, and we decided from the start that regular communication was important to the project's success. Initially, we formed a WhatsApp group to provide quick updates and arrange the availability. After our initial in-person meeting at the University, we decided to formalise our approach by scheduling daily Microsoft Teams call until mid of December. These calls are intended to deliver progress reports, to address problems, and to plan future stories and tasks requires for the JIRA board. We have formalized project board on JIRA and recording our code base and documentations in GitHub public repository.  All members are actively encouraged to attend meetings, however we recognise that conflicts may emerge from time to time. In such circumstances, participants provide updates to the WhatsApp group to ensure that we are moving forward smoothly. Meetings are usually held online for convenience, however face-to-face sessions will be held as needed (for example, milestone planning or presentations).  Decisions are made collaboratively, whenever possible, unanimous consent is preferred, but if consensus cannot be reached, majority voting is employed. Expertise in specific areas is also valued, for example - those with more technical understanding may help guide coding & framework selections. Also, turn-taking in conversations is handled informally, with each person given a time to speak before conclusions are formed. We are also recording our work together as show and tell demo which we planned to store on YouTube channel as well. |
| **Team Conflict:**  So far, our group has been performing well and without serious problems. However, we are aware that conflicts or individual availability routines may cause problems later. To avoid issues, we decided to maintain open and courteous interactions at all times. If someone is unable to attend a meeting or is delayed in finishing a work, the member is obliged to advise the team via messaging or chat so that expectations are clear.  In the event of remaining issues, we shall first try to address them directly during group sessions by encouraging open conversation. If tensions worsen, we will enlist the module coordinator in mediation. Our approach to conflict resolution will be based on compromise and ensuring that all views are heard. To avoid disagreements, we intend to allocate jobs evenly based on strengths and availability. No single member has veto power; choices will be made by a majority vote, promoting fairness and communal responsibility of outcomes. |