Team Agreement

Participation:

- All team members are expected to attend meetings promptly.
- Regular attendance is crucial for team performance and efficiency. If unable to attend, team members should notify the team leader in advance or make arrangements to catch up on missed discussions.

Communication:

- Weekly meetings for meaningful discussions will be conducted via Zoom. It is encouraged for all members to keep their cameras on to foster trust and transparency.
- A Whatsapp messenger group will be used for detailed discussions, urgent matters, and quick communication.
- OneDrive will serve as the platform for sharing final deliverables and collaborative document editing.
- Database management, bug tracking, attendance, weekly plans, and meeting minutes will be efficiently managed to ensure project organization.

Work Distribution:

- Project tasks will be divided equally among team members, ensuring everyone has a fair share of responsibilities.
- Each member is responsible for completing their assigned tasks before the deadline. In case of difficulties, members are encouraged to seek help from others to meet deadlines and maintain team performance.

Meetings:

- Virtual meetings will be held every Tuesday and Wednesday via Zoom. Attendance is mandatory unless under exceptional circumstances.
- The team leader will organize and facilitate meetings, ensuring productive discussions and progress tracking.
- Meeting minutes will be documented after each meeting to monitor project progress and decisions made.
- Active participation is expected from all members, including contributing ideas, engaging in discussions, and providing updates on task progress.

By adhering to this team agreement, we as a team aim to foster effective communication, collaboration, and accountability, ultimately leading to the successful completion of our project goals.

Team Members:
Aishwarya More[U01858990]
Pushpak Kamisetti [U01873819]
shashidhar pinumalla [U01868841]
Afroze Fatima [U01870679]
 Shiva[U01870861]
 Lavanya[U01871260]

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