

TEAM WORKING AGREEMENT

Team Name: Visionary Techs

Team members:

1. Siva Naga Mahesh Kadem
2. Manish Chowdary Veeravalli
3. Srija Vanka
4. Sandhya Sri
5. Satheesh Bollineni
6. Ramanjul Reddy Kotlo

Roles and Responsibilities:

1. Ramanjul Reddy Kotlo – Project Manager & Developer
2. Manish Chowdary – Developer and UI/UX Designer
3. Srija Vanka – Developer (Frontend)
4. Sandhya Sri – Developer (Bankend)
5. Satheesh Bollineni – UI/UX Developer
6. Siva Naga Mahesh Kadem - Quality Assurance (QA) Tester

Terms of Agreement

Meetings and Communication

The team will collaborate with each other through various methods. For weekly meetings for meaningful team discussions, Zoom meetings will be used.

For Quick Comments, quick discussion, and emergencies are to be communicated through a WhatsApp app.

To share the sprint deliverables, resources sharing, and take notes, Google Docs will be used where all the team members can edit the document and also, we can use GitHub wiki page along with Google Docs for sharing recordings of weekly team meetings, Microsoft Word documents, and PowerPoints and others.

Work Distribution

All team members commit to sharing the workload equitably, ensuring that responsibilities are evenly distributed. In the event that any member feels overwhelmed, the team will promptly reassess and redistribute tasks to maintain balance and support each other's success.

Resolution Process

In the event of any disagreements regarding tasks or responsibilities, we will openly discuss the issue as a team and resolve it through a mutual agreement, ensuring that all opinions are considered and valid.

Timelines

We will establish clear and realistic timelines for each task to ensure steady progress throughout the project. All team members are expected to take ownership of their assigned tasks and commit to meeting these timelines, our collective commitment is to submit all deliverables on or before the agreed-upon timelines, ensuring that each member actively contributes their share. This collaboration fosters accountability and guarantees that the final outcome reflects the efforts and dedication of the entire team.