**Meeting Availability**

[For each team member, indicate usual available days and times for meetings. Standardize all times to Central (Chicago) Time. Leave unavailable times blank for easier reading of the table. Indicate days that might be suitable for meetings with a tick mark in the last row. Remove my sample text in the table before submitting. Update team member availability as needed through the quarter.]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Team Member | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| *Satya Yoganand* |  | 2:00PM-  4:00PM |  | 4:00PM-  6:00PM | 2:00PM-  3:00PM |  |  |
| *Srinivas Dasari* |  | 2:00PM-  4:00PM |  | 4:00PM-  6:00PM | 2:00PM-  3:00PM |  |  |
| *Neeha Kalluri* |  | 2:00PM-  4:00PM |  | 4:00PM-  6:00PM | 2:00PM-  3:00PM |  |  |
| *Vinod Chowdary* |  | 2:00PM-  4:00PM |  | 4:00PM-  6:00PM | 2:00PM-  3:00PM |  |  |
|  |  |  |  |  |  |  |  |
| Suitable Meeting Day(s) |  |  | x |  |  |  |  |

**Availability Exceptions**

[Note any known or anticipated availability exceptions for team members here. Remove my sample text before submitting. Update as needed.]

*Satya: Not available on Saturday and Sunday*

*Srinivas: Not available on Saturday and Sunday*

*Neeha: Not available on Weekends*

*Vinod: Not available on Weekends*

**Agreed Communication Methods**

[Choose preferred communications methods for your team. Routine communications are those done a day-to-day basis, for setting up meetings, checking on progress, etc. *Examples*: Email, D2L Team Forum, text messaging, etc. Meeting communications methods are those used for team meetings. *Example*: Skype. Update as needed.]

*Routine*: Email, WhatsApp

*Meetings*: Meetings will be on Zoom and if possible, it will be in person

**Team Behavior Expectations**

[Include any logistical behavior expectations here. Two are required and listed below. Add others as desired or needed.]

*Time to respond to email (hours)*: 4hrs

*Lead time for assignment review (hours)*: 24hrs

*Issue/conflict resolution process* (*optional*—*not required*): First meet as a group, Share each other's thoughts and views on the Issue, Making a collective decision as a group.

*Other*:

**Team Contact information**

[Record team contact information here for easy reference.]

***Name***: Satya Yoganand Addala

*Email*: naddala@depaul.edu, satyaadd22@gmail.com

*phone*: +13122167043

*Other*:

***Name***: Srinivasa Rao Dasari

*Email*: hdasari@depaul.edu, dsaikrishna333@gmail.com

*Phone*: +13128669405

*Other*:

***Name***: Neeha kalluri

*Email*: nkalluri@depaul.edu, neehakalluri@gmail.com

*Phone*: +13128381212

*Other*:

***Name***: Vinod Chowdary

*Email*: vkotapa1@depaul.edu, vinodchowdary1999@gmail.com

*Phone*: +13124040400

*Other*: