|  |  |
| --- | --- |
| PROJECT NAME | Fresenius Medical Care - Conversational AI |
| Specify the official name of the project to be undertaken.  TEAM MEMBERS List the names and roles of all team members.   |  |  |  | | --- | --- | --- | | ID | NAME | Contact Information (text,email..) // (Indicate preferred method) | | 1 | Bharath Sreekumar | (240) 940-7484, bsreekum@umd.edu | | 2 | Dhanushree Neelapu | (443) 497-4377, dneelapu@umd.edu | | 3 | Palak Tandel | (202) 569-2685, palak189@umd.edu | | 4 | Ritesh Pachgade | (240) 485-8111, ritesh@umd.edu | | 5 | Shaunak Dhande | (240) 604-0831, sdhande@umd.edu | | 6 | Vineet Chheda | (240) 476-7919, vineetpc@umd.edu |   Preferred method for communication would be our UMD teams or email as mentioned above. | |

Team Management

|  |  |  |
| --- | --- | --- |
| ROLES AND RESPONSIBILITIES | | Who is responsible for what? How are responsibilities divided? |
| ROLE | ASSIGNED TO | RESPONSIBILITIES |
| Software Developer | Bharath Sreekumar | Develop chatbot features, ensure proper integration of services. |
| System Engineer | Dhanushree Neelapu | Manage system infrastructure, ensure smooth deployment. |
| Project Manager | Palak Tandel | Oversee the project, ensure timely delivery, and support implementation. |
| Business Systems Analyst | Ritesh Pachgade | Analyze business needs, validate data, and optimize system. |
| Software Architect | Shaunak Dhande | Design system architecture, ensure scalability and security. |
| Software Quality Assurance Analyst | Vineet Chedda | Test all features, ensure system reliability, and fix bugs. |

Meeting Guidelines

Establish rules for conducting team meetings.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 | Weekly team meetings with supervisor via FMC teams every Monday. |
| 2 | Weekly team internal meetings every Monday and Wednesday during the class. |
| 3 | Ensuring that there is follow-up on action items in subsequent meetings to track progress and resolve any blockers. |
| 4 | Emergency meetings will be called in case of urgent issues. |
| 5 | All team members are encouraged to actively participate, ask questions, and respect others' input, as constructive feedback and open dialogue are key to effective collaboration. |

Decision-Making Process

Describe how decisions will be made within the team.

|  |  |
| --- | --- |
| ID | DESCRIPTION |
| 1 | Major decisions will be made through **group consensus** during meetings. |
| 2 | **Technical decisions**, especially related to software development and architecture, will be made by the Software Architect and Software Developer, ensuring alignment with best practices and project requirements. |
| 3 | **Risk-related decisions**, such as identifying mitigation strategies or addressing unforeseen technical issues, will be made collaboratively by the team, prioritizing immediate project impact and business goals. |
| 4 | In the event of **decisions without consensus**, they will be resolved by a **majority vote** among team members. Afterward, input will be taken from Kanti, our supervisor, to ensure alignment with project goals before finalizing decisions. |
| 5 | Feedback from **testing phases**, including User Acceptance Testing (UAT) and quality assurance, will drive decisions related to feature adjustments, ensuring the product meets **functional and performance standards.** |
| 6 | All decisions, meeting minutes, and action items will be **documented** and shared with the team via email or group chat. These documents will also be stored in the UMD team files on Microsoft Teams, ensuring easy access for all members to **review and reference** as needed. |