

**Group Name:** Group12

**Group Members:**

Name	EUID	Phone number	Email Id
Vangari, Prashanth	pv0318	9409775614	PrashanthVangari@my.unt.edu
Achanta, Poojitha	pa0307	9402999983	PoojithaAchanta@my.unt.edu
Anugu, Rushitha	ra0833	9408435023	RushithaAnugu@my.unt.edu
Konduru, Ramya Sree	rk0762	9408435113	ramyasreekonduru@my.unt.edu
Mekala,Maheshwar Reddy	mm2425	9408433786	MaheshwarReddyMekala@my.unt.edu
Mudunuri, Rahul Varma	rm1226	9402999644	Rahulvarmamudunuri@my.unt.edu

**Agreed Upon Meeting Times**

**Class schedule:**

Name	Class Schedule
Vangari, Prashanth	Tuesday 2:00-5:00 PM, Thursday 10:00 - 12:50 AMs, 5:30 -8:20 PM
Achanta, Poojitha	Tuesday 2:00-4:50 PM and 5:30-8:20PM
Anugu, Rushitha	Tuesday 8:30 -11.50AM, 2.00 - 4.5PM
Konduru, Ramya Sree	Tuesday 2:00- 4:50 PM
Mekala,Maheshwar Reddy	Tuesday 2:00-5:30 PM, Thursday 5:30-8:30PM
Mudunuri, Rahul Varma	Tuesday 2:00 – 4:50 PM, Thursday 5:30 – 8:30 PM, Saturday 8:30 – 11:20 AM

**Meeting Details:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time	4:00 PM		4:00 PM		4:00PM	4:00PM
Mode of Meeting	In person (Library)		In person (Library)		In person (Library)	Zoom

**Online collaboration tool :** Zoom.

**Previous Experiences:**

**Prashanth's Experience:** When I was working KPMG, a team member was on leave without prior notice with no access to phone/email. The team member did not share us the scripts and modified few features in the application. Deployment and Unit Testing were on hold and we had to postpone the deployment. This was a bad experience and I request the team to always share the materials, code so that we do not miss deadlines.

**Poojitha's Experience:** During the initial days of my career, my team lead was so patient and trained me so well. Though I came from different background I understood every concept which helped me to work efficiently. I expect the team to understand other's point of view and help them to learn the new concepts/Ideas.

### **List of Team Rules and expectations:**

1. Group members should thoroughly go through the project materials and should ask doubts within next 1-2 days of the project start date to avoid any confusion during the project.
2. Project will be divided equally among the team members and the members are responsible for completing the tasks. If any team member feel that there is an unfair division of task should report immediately to the team and should not wait until the last moment.
3. If any group member has any issues/doubts, they should inform the team at the earliest so the team will help them to resolve the issues.
4. In every meeting all the team members should give their updates on the task assigned to them and should clarify the doubts in the meeting/call.
5. Team should be finish the project ahead of the time which will give us a chance to peer review others work and time to rectify the mistakes.
6. Before the end of every meeting, everyone should share the knowledge, difficulties they faced during the project or any new concept to the team. This will help the team to learn from others.
7. If any team member who is not able to meet in person should attend the meeting through Zoom.
8. If any conflict arises among the team members, it should be brought before whole team during the meetings to resolve the conflict.
9. If any team members fails to attend the meeting it is their responsibility to get the updates from the other team members.
10. If any team member misses more than two meetings in a week, the same will be reported to the professor.
11. Everyone should share the thoughts and feedbacks in a constructive manner.
12. Always share the documents, materials, code to the team members. This will help to consolidate the information if the team member is on some medical emergency.
13. Respect other's time and be punctual to the meetings.
14. If any team member would like to change/modify anything in the project should inform the team first so that the team is aware of the changes.

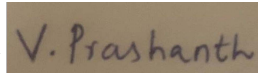
### **Code of Ethics:**

1. Be aware of the deadlines and tasks assigned to the team members.
2. Always take other's feedback, opinions, ideas in a constructive manner.
3. Be available during the scheduled meetings.
4. Take responsibility of the task and complete them in time.
5. Always keep others informed about the status of the task.
6. Inform prior to the team if the team member is not available for the meeting.

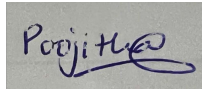
7. Everyone comes from different educational backgrounds. It is the responsibility of the team members to educate the other team members about the topics, concepts, ideas in a polite and professional manner.
8. Acknowledge the contribution of the team member and do not take the credit of other's work.

### Signatures:

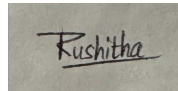
1. Vangari Prashanth



2. Achanta Poojitha



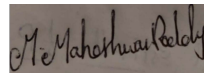
3. Anugu Rushitha



4. Konduru Ramya Sree



5. Mekala Maheshwar Reddy



6. Mudunuri Rahul Varma

