

Team Agreement

Communication

- The team will communicate with each other through a variety of channels. For weekly meetings for meaningful team discussions, zoom meetings will be used. All the team members are highly encouraged to keep their cameras on, which will be able to build trust between the team members and reflect transparency;
- To discussion regarding minute details and doubts or anything urgent, a Whatsapp messenger group will be used.
- To share the final deliverables, Google docs will be used where all the team members can edit the document.
- A common platform called Trello has been set up for all team members, where designated groups have been created, such as Developers, Business Analyst, Product Owner.
- Database management, bugs, attendance, weekly -plan, and meeting minutes. This manages all the bits and pieces of the project and makes the project management efficient.

Work division and Participation

- The entire project work should be divided into equal parts, and equal responsibilities should be given to all the team members.
- Each team member should complete their division of work before the deadline. If they are unable to complete the work on time, that hinders the performance of the entire team. If in case a team member is facing trouble and issues at some point, they can share it with others so that they can help each other and complete the work before the deadline.
- All the team members are expected to attend the meetings promptly.
- Absence during multiple meetings will affect the team's performance and efficiency. The team member can discuss beforehand with the team leader if he/she is going to miss the meeting or make it up for it before the next meeting is scheduled.
- Work is separated between members of the group separated voluntarily, however if members lack participation product owner is entitled to assign necessary tasks to absentee members.
- In case member is absent during meetings, member pledges to support whichever decision is approved during that meeting.

Meetings

- All the team members will meet on zoom virtually every Tuesday and Friday. All the team members have to be present, as attendance is mandatory unless there is an exceptional case.
- The team leader would be responsible for sending meeting details and conducting the meeting.
- A meeting track or meeting minutes report would be listed after every meeting to keep track of the project and its progress.
- Every team member is expected to come up with ideas, participate in the discussion, and give an update on their progress for their part of the work.

Respect

- Making sure all team members always have chance to share their opinion
- All members agree to respect each others personal time and try not bother members during night time unless it is urgently required by the project.

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