



**National University**  
Of Computer and Emerging Sciences

## **Team Information**

**An Assignment presented to**

**Sir Basharat Hussain**

**In partial fulfillment  
of the requirement for the course of**

***Software Engineering***

**By**

**Arban Arfan(22I-0981), Zakariya Abbas (22I-0801), Messam Raza (22I-1194)**

**BS(CS)  
SECTION-E**

# Team Introduction and Agreement Document

## 1. Team Introduction

1.1 Company Name: *AMZ Develops*

1.2 Team Logo:



1.3 Group Picture:



## 2. Team Lead

**Zakariya Abbas** is designated as the Team Lead for **AMZ Develops**.

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## 3. Member Introductions and GitHub Accounts

### 3.1 Zakariya Abbas (*Product Owner, Analyst/Architect, Team Lead*)

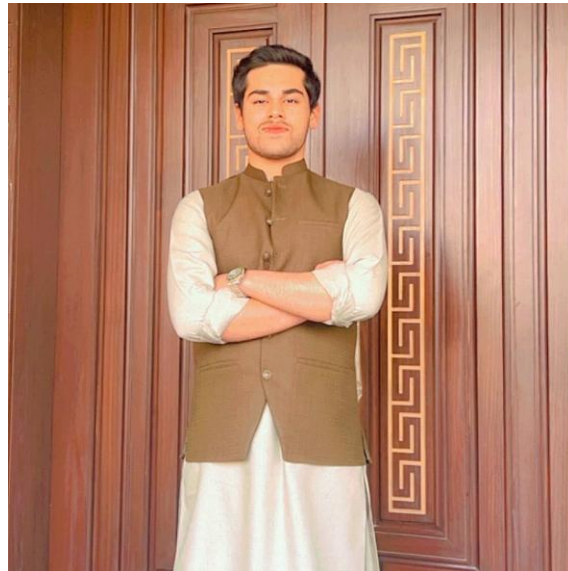


Zakariya is a highly analytical and detail-oriented software analyst, distinguished by his passion for developing scalable system architectures. His expertise includes rigorous requirement analysis, precise system modeling, and strategic solution design, ensuring technical implementations are congruent with business imperatives. His advanced problem-solving skills allow him to navigate complex challenges effectively, establishing him as an indispensable member of the team. Zakariya's insightful perspective, combined with his unwavering commitment, self-driven motivation, and exceptional problem-solving prowess, culminates in his status as a leading expert.

**GitHub:** [Zakariya0801](#)

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### 3.2 Arban Arfan (*Scrum Master, UI/UX Designer*)



A skilled practitioner in both UI/UX design and Back-End development, Arban exhibits a unique synthesis of creative innovation and structured implementation. He excels in crafting user-centric interfaces and streamlining Agile development processes. His ability to interpret user needs and translate them into impactful designs, while effectively promoting collaborative synergy through various operational frameworks, is pivotal to the team's achievements. Arban's strong leadership in team management contributes significantly to maintaining a highly organized and efficient workflow.

**GitHub:** [ArbanArfan](#)

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### 3.3 Messam Raza (*Developer, Tester*)



Messam is a highly skilled full-stack developer and tester, characterized by a steadfast dedication to product quality and reliability. His comprehensive skillset, encompassing advanced coding, debugging, and testing, contributes to a consistently smooth and dependable user experience. His disciplined time management ensures projects are delivered within given timelines, while upholding the highest standards of quality and performance.

**GitHub:** [Mess3735](#)

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## 4. Roles and Responsibilities

- **Product Owner / Analyst / Architect:** Zakariya Abbas
    - Defines project vision, goals, and requirements.
    - Analyzes requirements and designs system architecture and database structure.
    - Makes strategic decisions aligning with stakeholder priorities.
  - **Scrum Master / UI/UX Designer:** Arban Arfan
    - Ensures adherence to Agile principles and Scrum processes.
    - Facilitates all Scrum events.
    - Designs intuitive and responsive user interfaces.
  - **Developer / Tester:** Messam Raza
    - Develops application features based on the sprint backlog.
    - Performs rigorous software testing and quality assurance.
    - Ensures integration and seamless functioning of application components.
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## 5. Team Agreement

### 5.1 Methods of Communication

- **Primary:** WhatsApp (for real-time updates and quick discussions)
- **Formal:** Email (for official communications, records, and notifications)
- **In-Person Meetings:** Scheduled weekly at FAST University campus
- **Task & Workflow Tracking:** Trello and GitHub (version control)

### 5.2 Communication Response Times

- **WhatsApp:** Within 2 hours
- **Email:** Within 24 hours
- **Urgent Issues:** Immediate response via phone call or direct meeting

### 5.3 Meeting Attendance

- **Weekly Stand-ups:** Every Monday at 10:00 AM
- **Sprint Planning & Retrospectives:** Mandatory, held at the beginning and end of sprints
- **Mandatory Attendance:** All meetings required unless emergency circumstances occur

### 5.4 Running Meetings

- **Meeting Type:** Hybrid (Face-to-face and online as required)
- **Agenda:** Distributed beforehand by Scrum Master
- **Minutes & Notes:** Documented and shared post-meeting by Scrum Master

### 5.5 Meeting Preparation

- **Tasks Review:** Members must review Trello tasks before meetings
- **Progress Updates:** Each member provides updates and communicates blockers clearly
- **Technical Issues:** Report issues prior to meetings for prompt resolution

### 5.6 Version Control (GitHub)

- **Branching Strategy:** Utilize feature branches exclusively for feature development
- **Commit Messages:** Structured clearly (e.g., feat:, fix:, docs:) and descriptive of changes
- **Pull Requests:** Require at least one peer review before merging
- **Sensitive Information:** Never commit sensitive data (e.g., passwords, keys, credentials)

### 5.7 Division of Work

- **Scrum Master (Arban):** Workflow efficiency, blocker removal, Scrum compliance
- **Product Owner (Zakariya):** Requirements definition, backlog prioritization
- **Developer (Messam):** Feature implementation, code quality, software testing

- **Task Assignments:** Decided collaboratively during sprint planning; documented and tracked in Trello

## 5.8 Submitting Assignments

- **Deadline:** Submission finalized at least 24 hours before official deadline
- **Responsible Party:** Scrum Master (Arban Arfan) submits after group review
- **Peer Review:** Mandatory for all members ensuring completeness and correctness

## 5.9 Contingency Planning

- **Member Drop-out:** Redistribute tasks, escalate if additional support is required
- **Attendance Issues:** Address promptly; escalate to the instructor if unresolved
- **Academic Dishonesty:** Immediate reporting to instructor; potential removal from team