



Team Name: AAA Battery

## Project Team Information

Roles	Assigned Members
Project Manager/ Lead	Abdullah Zubair Ghouri
Scrum Master	Aisha Siddiqa
Requirement Engineer	Ayesha Ejaz
Developers	All
Testers	Abdullah Zubair Ghouri, Aisha Siddiqa
UI Designers	Abdullah Zubair Ghouri, Ayesha Ejaz



### Scrum Master

**Name:** Aisha Siddiqa

**GitHub Username:** AishaSid

**Biography:** Aisha is a Computer Science student with experience in team leadership and project management. Passionate about Agile methodologies, she ensures smooth team operations and effective collaboration.

### Product Lead

**Name:** Abdullah Zubair

**GitHub Username:** Abdullahhzg

**Biography:** I am Abdullah Zubair, CEO of Chrio and Wondar.site. I specialize in developing AI-driven solutions that empower users and simplify complex challenges. I take pride in my skills in machine learning, data analysis, and ethical innovation, always striving to create technology that benefits everyone humbly, with a passion for progress.

### Product Lead

**Name:** Ayesha Ejaz

**GitHub Username:** aye-shadow

**Biography:** I specialize in front-end development—a passion that began in high school—and have recently broadened my skill set by integrating backend technologies. I take pride in creating intuitive, user-centric solutions and continuously enhancing my technical expertise. With a strong interest in AI/ML, I am eager to develop innovative software that tackles complex challenges and drives meaningful progress.

## Team Agreement

### Communication Methods

**Primary:** Slack

**Secondary:** Trello

**Tertiary:** Google Meet for Online Meetings

### Communication Response Times

**Slack :** Respond within 1 hour (between 6 AM - 2 AM)

**Discord Meetings:** Respond within Minutes

**Trello:** Respond within 6-8 hours

### Meeting Attendance

**Weekly Meetings:** Friday 7 pm (Mandatory for all)

**Sprint Planning:** At the start of each sprint (Mandatory)

**Daily Stand-ups:** Short Slack text updates after Sehri

### Running Meetings

**Platform:** Google Meet

**Meeting Notes:** Taken by *Ayesha Ejaz*

**Agenda:** Shared 1 day before the meeting by the Project Manager (*Abdullah Zubair*)

### Meeting Preparation

- Team members must review any assigned documents/tasks beforehand.
- Prepare progress updates for stand-ups and sprint reviews.

### Version Control

- GitHub will be used for version control
- Guidelines:

- Commit messages must include a clear description of changes.
  - All major features need a code review before merging.
- What to commit:
  - Source Code
  - Documentation
  - Assets if relevant
- What not to commit:
  - Build files, temporary files

## Division of Work

- Work will be divided based on expertise.
- The Project Manager assigns initial tasks after team discussion.
- Scrum Master manages ongoing tracking.

## Submitting Assignments

- Draft prepared at least 1 day before submission.
- Final Review by **Abdullah Zubair**.
- Submission by **Ayesha Ejaz**.

## Contingency Planning

- **If a team member drops out:** Work is redistributed among remaining members and roles are adjusted.
- **If a team member misses meetings repeatedly:** Formal warning by Scrum Master; if unresolved, escalate to the instructor.
- **Academic Dishonesty:** Immediate reporting to instructors with evidence; zero tolerance policy.