

Team Working Agreement

Participation:

All the team members are expected to involve in project discussions, 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.

Communication:

The team will communicate with each other using WhatsApp group and meetings will be scheduled on Zoom.

Jira software will be used to track the assigned tasks. For any dependency on other task, mention it in the task comments.

Task management, bugs, sprint planning and meeting minutes will be tracked in the Jira.

To share the final deliverables, Google docs will be used where all the team members can edit the document.

Work Division:

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.

Meetings:

All the team members will meet on zoom virtually every Tuesday and Friday. All the team members must 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.

Team Members:

- Amarendra Reddy Namburi, an42541n
- Ajay kumar Cholker, ac41262n
- Ravi Teja Reddy Seelam, rs53178n
- Prudhvi Raj Reddy Mantri, pm13342n
- Mounik Varakuti, mv28846n
- Sreeja Reddy Deshireddy, sd47869n