**PROJECT PARTICIPATION GUIDELINES**

**1. Attendance:**

* Attendance is **mandatory** for all participants.
* Missing **more than two meetings** will result in your removal from the project.

**2. Team Contribution Monitoring:**

* All team members must actively contribute to the project.
* If any team member is not contributing, it is mandatory to inform the management regularly via **call, WhatsApp, email**, or during **weekly review meetings**.

**3. Active Participation Requirement:**

* Merely attending meetings without making active contributions will lead to **removal from the project**.
* Active involvement with your group is **essential** for continued participation.

**4. Weekly Review Presentations:**

* Each group must present their **project progress** during **weekly review meetings**.
* Consistent updates and well-prepared presentations are expected from all teams.

**5. Technical Query Resolution Process:**

* **Step 1:** Discuss any technical issues within your **group**.
* **Step 2:** If unresolved, seek support from **other groups**.
* **Step 3:** If the issue persists, escalate it to the **mentor** during the next review meeting.

**6. Meeting Attendance Name:**

* You must join all meetings using the **same name** you registered with at **ExcelR**.
* In case of technical issues requiring you to join with another name, you must inform us immediately, specifying:
  + The name you have joined with
  + Your registered name at **ExcelR**
* Failure to inform us about this change will result in your **attendance being marked as absent**.

**7. Project Meeting Recordings:**

* **There are no recordings available for Project meetings**. Attendance and note-taking are your personal responsibilities.

**Key Focus Areas for the Project Team -**

As we continue working on our project, I would like to highlight a few key areas that we should focus on to ensure efficiency and success:

1. **Active Contribution** – Each team member should actively participate and engage with the team.
2. **Timely Completion of Tasks** – Ensure that all assigned work is completed within the given deadlines.
3. **Clear Communication** – Be prepared to explain your work to the team to maintain transparency and understanding.
4. **Daily Team Connectivity** – Stay connected with the team on a daily basis to discuss progress and address any challenges.
5. **Sharing Insights** – Provide your insights and suggestions to improve the overall work quality.
6. **Collaboration Over Competition** – Work as a team, focusing on collective success rather than individual achievements.
7. **Active Listening** – Pay attention to team discussions, respect diverse perspectives, and respond thoughtfully.
8. **Recognizing Contributions** – Acknowledge and appreciate the efforts of your teammates to boost motivation and morale.

Your commitment to these areas will enhance collaboration and ensure we achieve our project goals effectively. Let's continue working together towards success!