

Team Agreement

Communication

- Team will communicate with each other through slack and WhatsApp.
- There are going to be weekly overall team meetings, where all the 8 members are required to join, on every Saturday at 4PM. Fail to join will affect on the team negatively and their participation in the team.
- Technical team meetings, where front-end and back-end developers have their weekly meetings, on every Tuesday at 9PM. Fail to join will affect on the team negatively and their participation in the team.
- AWS DB team meetings, where all the DB team members have their weekly meetings, on every Tuesday at 10AM. Fail to join will affect on the team negatively and their participation in the team.

- Team members are expected to update the team beforehand if they are going to be absent for the meetings and ask to be kept up with what happened in the meetings until the next one.
- Each team member should complete the work before the deadline. In case one was not able to do so, inform rest of the team members so that rest of them can divide the work accordingly.
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Work division and Participation

- Google workspace, GitHub and slack will be used to track and divide all our work.
- Every Team member must update the team in once in 2 days through slack of their progress, so the team is in the same page.
- 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 part of the work before the deadline. If one is failed to do so, immediately report to the rest of the team members, and ask for assistant.
- In case member is absent during meetings, member must support whichever decision was approved during the meeting.

Signatures

Team member	Email
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