Team Agreement

Personal Interaction

- There will be several ways for team members to communicate with one another.
- This team will be using the zoom meetings once a week for productive team conversations.
- There will be more partnership and visibility on the team if everyone keeps their straight faces.
- A WhatsApp chat group or zoom meet will be utilized for any last-minute questions or concerns, as well as for any other pressing matters.
- Google Docs, WhatsApp, slack where all members of the team may work together to create a single document, will be used to distribute the final yields, and provide quality control.

The distribution of the work and levels of participation
- Every member of the team should have about the same amount of responsibility for the project, and the workload should be split proportionally.
- Everyone on the team needs to get their task done on time.
- Their inability to meet deadlines will have a negative impact on the efficiency of the whole group. In the event that a squad member is having difficulty at any moment, they may let their teammates know so that they could still all pitch in to get things done on time.

- It is anticipated that each member of the team would show up to the meetings in a timely manner.
- Activity is split amongst participants in the group on a limited basis; nevertheless, in the event that members fail to participate, the product owner retains the right to delegate appropriate responsibilities to absentee.
   individuals.
- In the event that they are unable to attend meetings, members have agreed to support any decision that is reached and unanimously agreed upon during such sessions.

Managing conflicts

- Each member of the group would be in charge of coordinating the meeting's logistics and presiding over the gathering.
- Each person in the group is responsible for contributing ideas, engaging in conversation, and reporting on the status of with there assigned tasks.
- Virtual weekly team meetings will take place on Zoom between Mondays and Wednesdays.Except perhaps in emergencies, engagement at team
- meetings is required of all personal.

Others
- Maintaining an open forum where everyone on the team may voice their thoughts at all times.
- It is understood that no one will disturb another team member in the wee hours unless absolutely necessary for the occurrence of a specified event.

Team members-
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