Team Agreement

Communication

- The team will communicate with each other through Zoom and WhatsApp.
- Google Docs will be utilized for collaborative document editing, sharing resources, and taking notes during team discussions.
- Team members should alert the team in advance if they are unable to join a Zoom meeting.
- Team members are expected to provide regular updates on task progress and promptly communicate any obstacles or delays to the group.
- Team members are encouraged to actively participate in discussions, providing feedback and support as needed.
- During all discussions, team members should listen carefully, speak clearly, and stay on topic to avoid confusion
- Each team member should complete all assigned work before the deadline. If they are struggling with a task, they should contact the team as soon as possible to resolve the issue. Failure to complete work before the deadline can negatively affect the team's project timeline.

Work Division and Participation

- Jira, and GitHub will be used to track and divide all tasks.
- The entire project should be divided into equal parts, and all team members should be given equal responsibility.
- If a team member is not participating to the level the other members are, the team leader is permitted to assign necessary tasks to that member.
- Each team member is responsible for their assigned tasks and their contribution to the overall success of the project.

Meetings

- Regular team meetings will be scheduled twice a week on Sundays at 2:00 pm and Thursdays at 5:30 pm via zoom to review individual and collective progress. Failing to join these meetings will negatively affect the group.
- If unable to attend a scheduled meeting, team members should inform the group in advance.
- In urgent situations, additional meetings may be arranged with at least 24 hours' notice.
- Meeting agendas will be sent at least 24 hours prior to the meeting.
- Meetings will commence and conclude on time, with members expected to join 2 minutes prior to the start.
- All team members are required to have their Zoom cameras open during the meetings. They are required to show respect, actively listen, and participate by sharing feedback or suggestions.
- Team agrees to follow these agile practices throughout the project:
- Meet at the beginning of each sprint to discuss tasks for the upcoming sprint.
- Meet at the end of each sprint to present the completed work and gather feedback.

Respect and Professionalism

- All communication and interaction within the team will be conducted with respect; diverse viewpoints and inputs should be appreciated.
- Feedback should be constructive and centered on the project and not on personal traits.
- If a member disagrees with a decision, they can request a review at the next team meeting.
- The team aims to create a welcoming space where everyone feels comfortable sharing their ideas
- Any disagreements should be addressed openly and respectfully within the team. If an internal resolution is not possible, the team will seek advice from the professor.

Definition of Done (Release DoD) for the Language Translator App:

- The translation and transcription feature works as intended and meets all acceptance criteria and requirements.
- The app successfully translates text between the specified languages without errors.
- The app successfully transcribes speech to text.
- Codes have been reviewed and approved by all team members.
- The app has been manually tested for usability and performance.
- Codes are documented with comments where necessary.
- User guide and technical documentation have been updated accordingly.
- The app is deployable and runs without issues.
- All user stories and tasks for the current sprint have been completed.
- The app contains all necessary features required for the MVP.

Definition of Done (MVP DoD) for the Language Translator App:

- The application can transcribe the given audio into text without error.
- The application can successfully translate the transcribed audio to the specified language without errors.
- A user is able to upload or delete an audio file to the application without errors.
- Codes have been reviewed and approved by all team members.
- The app has been manually tested for usability and performance.
- Codes are documented with comments where necessary.

Team Member	Email
Kaali Lovell	kl18422n@pace.edu
Tanvi Prakash Gavali	tg17504n@pace.edu
Steve St Fleur	ss79968n@pace.edu
Pavan Polireddy	jp04368n@pace.edu
Rakesh Tirumala	rt33583n@pace.edu
Venkat Sai Pallapu	vp36147n@pace.edu