# 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.

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