

Team Agreement

1. Meetings:

- The team will meet regularly every Wednesday and Thursday at 7:00 PM. These meetings will serve as checkpoints to review progress, discuss challenges, and plan upcoming tasks.
- The attendance of all team members will be expected to ensure that there is alignment and effective communication regarding the status of the projects.

2. Communication:

- Slack will be the main communication tool for updates, quick questions, or discussions day in and day out. All team members are expected to be active on Slack, ensuring that responses are issued in a timely manner.
- GitHub will be used for versioning, collaboration, and reviewing code. All pull requests should be reviewed and signed off by at least one other member of the team before being merged into the main branch.

3. Commitment and Deadlines:

- Each member is responsible for completion of tasks assigned to him/her within the time agreed on for its delivery. This helps the team stay right on schedule in the delivery of some of the milestones of the project.
- Issues that may be expected unexpectedly should be communicated to team members proactively in advance, and problems solved with necessary help so as not to delay the progress.

4. Work Submission:

- It is expected that in the project code, documentation, and other deliverables, all tasks should be up for review by the team at least 24 hours in advance of the actual deadline. This would have been enough time to do the reviewing and probably some revising.

5. Accountability:

- If any member of the team perceives that he will not be able to deliver a task, he should inform the team no less than 48 hours in advance. This will give the team sufficient room to perform any reassignment of tasks, seek out available help, or adjust priorities as appropriate.
- It is accountability that keeps up the trust and efficiency within the team.

6. Collaboration:

- Where any of the team members happen to finish earlier than planned, he or she is supposed to help others in case some of the colleagues have more difficult work or for any reason appear to fall behind. In this way, collaboration and mutual support will be assured to provide success to the whole project.
- Feedback is allowed, and knowledge is shared in the project continuously, helping each member to improve and grow.

7. Conflict Resolution:

- Any disputes and issues arising within the team should be discussed openly and resolved on a professional note.
- The team will first try to resolve conflicts in-house by openly discussing issues. If it cannot be resolved in-house, then the team can seek outside mediation or the Professor.
- Conflicts should be treated with respect, and every opinion of the team members matters.

8. Decision-Making Process:

- All decisions-technological the project will be made jointly.
- Decisions on major issues shall be discussed among the members in such a way that due consideration is given to all members having an opportunity to be heard. When no consensus is reached, it may be put to a majority vote.
- This would be left to the discretion of the team lead or designated representative in the event of a tie.

9. Roles and Responsibilities:

- Each team member will be assigned particular roles to perform, which are allocated in accordance with his or her skill and interest in general. Clearly defined roles ensure common understanding of the responsibility that everyone has in effectively contributing.
- While individual tasks will be assigned, the team will be flexible so each member can help another whenever the need arises.

Team Members:

- Sandhya Reddy Kallem
- Dhruv Maheshbhai Ranpariya
- Yashwanth Thalla
- Hema Durga Prasad Chittala

- Sravan Kumar Ganji