

Team Working Agreement

To ensure the smooth and successful completion of our project, our team commits to maintaining clear communication, adhering to deadlines, and fostering a collaborative environment. We will be transparent, proactive in addressing challenges, and supportive of each other to ensure the success of the project.

Terms of Agreement:

Communication The team will communicate regularly using Zoom for scheduled meetings and Group Texts for quick discussions or emergencies. For managing tasks and project progress, Jira will be our primary tool.

- **Meetings:** Mandatory Zoom meetings will be held every Monday, Wednesday, and Friday. All team members must attend unless they have communicated their absence ahead of time.
- **Response Time:** Members are expected to respond to messages within 24 hours to ensure timely communication and issue resolution.
- **Project Updates:** Critical project updates will be shared promptly to keep everyone informed, and collaborative efforts should begin early to avoid last-minute workloads.

Work Division and Participation Each team member will take responsibility for their assigned tasks and contribute to the overall project success. Work will be divided fairly according to each member's skill set, and any blockers or difficulties must be communicated as early as possible.

- **Deadlines:** Tasks are expected to be completed by the team's scheduled deadlines. Last-minute handovers or submissions will not be tolerated.
- **Support:** Members should ask for help when needed, well in advance of deadlines. The team will support each other to ensure tasks are completed efficiently.
- **Task Tracking:** All tasks will be tracked and managed through Jira, and members are expected to regularly update their progress to maintain visibility across the team.

Code and Quality Assurance Code must be submitted for peer review at least 48 hours before any major deadline to ensure adequate time for feedback and revisions. Proper testing will be conducted on all code to maintain quality and prevent errors in the final product.

Meetings The team will meet on Zoom three times a week (Monday, Wednesday, and Friday) for project discussions, progress updates, and problem-solving. All members are required to attend unless they've communicated their absence beforehand. If a member misses a meeting, they are responsible for catching up via meeting notes and watching recordings.

- **Retrospectives:** After each sprint, the team will hold a retrospective to reflect on what went well, identify areas for improvement, and set actionable goals for the next sprint.

Respect and Team Culture We will foster a respectful and supportive environment where every team member can share their ideas, give and receive feedback, and collaborate openly. Each member will take ownership of their tasks and contribute to the continuous improvement of our processes and teamwork.

Signed by: *Borderless.AI*

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