

Team Collaboration Agreement

Purpose:

This document outlines the expectations, roles, and code of conduct for our 5-member team and sets priority for a positive, collaborative, and productive work environment. It will create the basis on which we will interact with each other to reach our goals for the project.

Guiding Principles:

1. Respect and Communication

Respect: All ideas, opinions, and contributions of every team member shall be valued. We will maintain the atmosphere of professionalism and support.

Open Communication: There shall be proper, straight forward, and timely communication. Any team member can share whatever they think, feedback, or any concern that comes to their mind.

Constructive Feedback: Regular feedback and at all times for the betterment of each other.

2. Roles and Responsibilities

Specific roles within the team will be assigned to each member, based on individual strengths and experience.

The roles can change as time progresses, since project needs will change. Any role should be subject to discussion and agreed upon among the team members.

3. Meetings and Communication Channels

Weekly Meetings: Our team shall meet once a week every Saturday at 3 pm for a full project update.

Daily Sync: A light check-in every day on Slack at 10 pm to take a call on immediate progress and blockers of the day.

Agenda: An agenda for the meeting shall be shared at least 24 hours in advance of each meeting by the team lead so that everyone comes prepared to the meeting.

Attendance: All members shall be present in each and every meeting. In case a member needs to miss any meeting, the member needs to be intimate in advance. Also, the member needs to go through the summary of the meeting shared on Slack.

Communication Channel: Slack will serve as our main communication channel, where the flow of information, discussion, and notifications will be shared.

4. Decision-Making Process

Consensus-Based Decisions: Most decisions will be made through consensus as a means of keeping everyone's opinions heard.

Majority Vote: If we cannot reach a consensus, there will be a majority vote.

Documentation: Key decisions are to be documented down on Slack for reference and transparency.

5. Conflict Resolution

Open Discussions: Any kind of conflict or misunderstanding will be discussed openly and resolved respectfully among the team members.

6. Task Allocation and Management

Task Assignment: Tasks will be assigned by expertise and workload balance to ensure an equal amount of responsibilities.

Flexibility: Group members can seek help and/or redistribute the tasks among themselves if someone feels overwhelmed.

Tools: We will be using GitHub for version control and Slack for updating on task management.

7. Performance and Feedback

Weekly Performance Reviews: Individual and team performance will be reviewed each week in order to keep aligned with project goals.

Continuous Improvement: Regular sessions of constructive feedback will enable us to identify the problems at an early stage and fine tune our approach with time.

8. Change in Agreement

This is a living agreement: hence, the team has reserved the right to change it at any time if needed. Proposed changes will be discussed and mutually agreed upon by all parties concerned.

Team Members

1. Deekeshitha Navuluri
2. Bhavya sri Panguluri
3. Manoj kumar Ambavarapu
4. Sai mahesh Sandeboina
5. Phanindhr Thota