

Team Agreement

Participation and Work Division

- All the team members are expected to attend the meeting promptly and involve in discussions. Absence of team member will affect teams' performance and efficiency.
- If team member is not able to attend the meeting, he/she should let the team know earlier.
- The entire project should be divided into equal parts and equal responsibilities should be given to all team members.
- Each team member should complete their respective work before the deadline. If they are unable to complete the work on time, that hinders the performance of entire team. If in case any team member is facing issue at any point, they can share it with other team members so they can help each other and get the work completed before deadline.

Communication

- The team will communicate through WhatsApp Group and for weekly meetings Teams will be used.
- Jira software will be used to track the assigned tasks.
- Task management, bugs, sprint planning and meetings minutes will be tracked in Jira.
- Google docs will be used to share the final deliverable where all team members will be able to edit the document.

Meetings

- All team members will meet virtually on Teams everyday. All the team members must be present, as attendance is mandatory unless there is an emergency.
- The team member is responsible for sending meeting details and conducting the meeting.
- A meeting track or meeting minutes reports would be listed after every meeting to keep track of the project and its progress.
- Every team member is expected to come up with ideas, participate in the discussions and give update on their progress for their part of the work.

Team Members	Email Id's
Rudra Chobe	rc81960n@pace.edu
Omkar Gurav	og52887n@pace.edu
Shriya Haral	sh94716n@pace.edu
Ritika Chougala	rc93170n@pace.edu
Lokeshwar Anchuri	la58264n@pace.edu
Niyati Ghagada	ng59819n@pace.edu
Uma Maheswari Aishwarya Addala	ua26809n@pace.edu
Mukesh Suddala	ms67865n@pace.edu