Team Work Agreement

INVOLVEMENT

- We shall agree that during the meet time or discussion about any crucial part all are requested to put their opinions and comments on what will be the best for the team to succeed in the outcome.
- The three moto's i.e. Trustworthiness, Truthfulness and Openness based on this value every individual shall or can have diverse perspectives, provide equal opportunity and a new ideology which can be developed towards great success of the project,instead of blaming people when issues occur.
- If the task assigned to the teammate gets undone or its tough to get complete then he must report and communicate to teammates via whatsapp.

AWARENESS

- All share be aware of the discussion took place during the meeting hours and it's no one responsibilities to take care of each other some exception might be taken in state of medical emergency or sickness.
- We will communicate on the every second day to keep updated about the task distributed and its individual responsibilities to openly ask for help if needed rather wasting time which he can't persist off. This can make a smooth process for project to be on right track.
- All the deliverables or the task based on theories will only be performed via Google doc which can be given access before submitting the final copy.
- Following the task distributions, planning for the upcoming sprint, next meeting times all will be followed on a single platform i.e. Jira.

Task allocation:

- The project work should be distributed according to the individual knowledge and skill which can provide actual results and can help in problem solving.
- Based on the roles assigned if the teammates failed to perform correctly and failed to met the deadline the scrum master has the right of decision making and make sure the task gets fulfilled or the teammate completes it in the next sprint.
- As respecting the privacy of every teammate timing contact unless its necessary regarding the project work.

Time Management

- The scrum master will make sure that the meeting links has been reached to everyone and everyone is readily available on same time for better coordination.
- We  shall coordinate on each other's schedules to maintain consistency on working projects followed by a track on it after every discussion.