Team Working Agreement

Purpose of the Agreement

This Teamwork Agreement is established to outline the expectations, roles, responsibilities, and conduct required for our team of 8 members. It aims to foster a collaborative, respectful, and productive environment where all team members can contribute to achieving our shared goals.

Project Details

Name: Neon Nomads

Course: Computer Science Capstone Project- CS691- 23915

Instructor: Henry Wong - *hwong@pace.edu*

Number of Members: 8

Terms of Agreement

1. Team Values and Principles

- **Respect**: Every team member will treat others with respect, valuing each other's opinions, and providing constructive feedback.

- **Communication**: We commit to open, honest, and clear communication. All members should feel free to express their thoughts and concerns.

- **Accountability**: Each member is responsible for their tasks and must keep the team updated on progress and challenges.

- **Collaboration**: We encourage working together, sharing ideas, and supporting each other to enhance team performance.

- **Flexibility**: The team will remain adaptable, willing to adjust roles and responsibilities as needed to meet our objectives.

2. Roles and Responsibilities

Each team member will have specific roles and responsibilities. These roles may evolve as the project progresses, and any changes will be communicated and agreed upon by the team.

3. Meeting Structure and Communication Channels

- **Frequency:** Weekly meetings on Saturday at 3pm, with additional meetings scheduled as necessary and Daily Scrum meeting everyday at 10pm.

- **Agenda:** Shared 24 hours in advance by the team lead in Mail or WhatsApp Messenger.

- **Attendance:** Expected unless prior notice is given. If a member cannot attend, they should review the meeting notes and provide any input beforehand.

- **Team Communication Channels:** Use Pace email id or WhatsApp Messenger for team communication and you are expected to be active on these channels for project updates.

4. Decision Making

Decisions will be made collectively, aiming for consensus. If consensus cannot be reached, a majority vote will be used. Critical decisions will be documented and shared with all team members.

5. Conflict Resolution

Conflicts should be addressed openly and respectfully, with the aim of reaching a mutual understanding. If needed, a neutral third party (such as Professor) may be involved to mediate.

6. Work Distribution

Tasks will be distributed based on roles, expertise, and workload balance. All members should feel empowered to request help or delegate tasks if overwhelmed. GitHub and Agile are used for work distribution.

7. Performance and Feedback

- **Feedback:** Regular feedback sessions will be conducted to ensure continuous improvement and address any concerns.

- **Performance Review:** The team will review project progress and individual contributions regularly every week to ensure alignment with our goals.

8. Amendments to the Agreement

This agreement may be reviewed and amended as necessary, with changes proposed by any team member and agreed upon by the team.

Team Member Details

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