CS 691 Capstone Project

Team – 1: Rush Hour

Team Working Agreement

To produce a viable result at the end of the project duration is the aim by which our team "Rush Hour" is driven by. Our sole purpose is to give a working product that is capable of handling real life scenarios so that it ultimately leads to customer satisfaction. We as a team understand the need to work together to make this project happen. We strive to give our best to meet the pre-decided plans, commitments, goals. Individually, we are responsible to the tasks that have been assigned to us and will work to the best of our capacity to prioritize the success of the team and to achieve the goal of making our product "uSpark"

Team Rush Hour

As a part of the project and the norms associated to it, we have decided few policies that are incorporated into the team which ensures the success of the team. These policies/terms have been discussed in the agreement.

Terms of Agreement:

Individual Accountability:

As an individual it is one's duty to be responsible and be accountable for their actions. It is an obvious thing that such a big project cannot be completed by a single person or a small team. Individual work is important as much as teamwork in capstone project. This fact is acknowledged by all the team members. We as a team of eight members understand this and are willing to take responsibility for our work and actions through the course of this project.

In all the discussions team members are expected to bring something to the table that adds value to the team and the project. We as a team recognize the importance of our own self and our peers as well in the team.

Communication and Resource Sharing:
Interaction in the team makes a whole lot of difference when a complex project is in progress. This makes many things like idea analysis, brain storming, planning much easier and fluent. It is understood that the team assembled has members that

belong to various demographic areas, based on this the technical resources like Laptops, mobiles or other software devices, software they provide to the team might vary. To make the learning and the working more generic we decided to employ a shared resource system so that all can have access to them.

We use Zoom, WhatsApp as our primary way to communicate within the team. For resource sharing we use google docs, word documents are uploaded to a private google drive space which can be accessed only by the team members. All other working software and tools like figma, canva, jira, GitHub can be accessed by the team.

Communication plays an integral part in any team, the team members understand this and are open towards any discussion as a whole team or needed divisions of the team. All the team members agree to be available to rest of the team, so that the work doesn't get stuck at any point.

Team Division and Synchronization:

After finalizing the project idea and the features that are included, we have decided to split the team in to two divisions namely ML/AI team and Full Stack team. "Lead Developer" of each team is head of the their team. This division was done in the best interest of the application and this segregates the task for each division.

This might lead to few mishaps or disturbances in terms of synchronization when work from both the fronts are combined together. The team is expected to understand this and work bearing this in mind as any decision in one team can change the way in which the other team works. The work done one team must compliment the work done by other team, we agree to this and will strive to do the same in the duration of the project.

Participation:

A team of eight member is expected to give a viable output at the end of the project and due to this there might occur two completely contrast scenarios. First one, a particular team member is burdened with a lot of work and has no time to help others. Team members are to understand this situation and are expected to provide with needed space to that person. On the contrary, if a team member has not been assigned any other work, it is to be noted that he must take stand and try to help the team in any way possible. Active participation of the entire team is expected at all times and this ensures on time completion of works.

Openness and Helping:

It is understood that all the team members are acquainted with their own skill sets and might be lacking the skill sets that are needed in the project. The team should

be willing to help any other member of the team if a such a situation occurs. The team can be open in expressing this fact if they lack or have expertise in any field of work that is applicable to the project. No member in the team must be excluded at any situation or point in the project, as it leads to discrepancies in the team. Team members must spend a fair amount of time get to know about each other's work and their contribution to the project. Team members must helpful to each other and complete tasks on time.

Work Division:

Work is divided to the team members based on one's own interest, If anyone finds difficult with the work, he can seek the help of the other team members, or bring it to the notice of the entire team so that team can try to solve this. It is to be understood that at all times the volume of work a team member receives is not the same. It is up to the individual to plan accordingly and complete the task on time.

Meetings:

Scrum call:

The team has agreed to have a daily scrum call which is a brief 15-minute discussion about the work completed and the on-hand task and any blockers. The time slot for this everyday 9:00 PM. Prior intimation is expected if any one is not available for the meeting.

Sprint Retrospectives:

Based on the sprint schedule given and the sprint planning, after each sprint a sprint retrospective is conducted to examine what went well and any improvements needed.

Roles in the Team:

Team Lead: Align the team to all tasks and direct accordingly, monitor workflow, tasks and synchronization between ML/AI teams and Full Stack Team.

Scrum Master: Conduct Sprint analysis, sprint retrospectives, daily scrum calls

Quality Assurance Manager: Take care of the deliverabless and verify the trueness and the quality of the work

ML/AI Lead Developer: Coordinate with in their division and manage ML/AI team

Full Stack Lead Developer: Coordinate with in their division and manage Full Stack team

UI/UX Designer: Assist Full Stack developers during Front-end Development

Testers: On time testing and scrutiny-based quality assurances

Team Members and Roles:

Team Member Name	Email	Roles
Rathan Jayanath Singavarapu	rs28795n@pace.edu	Team Lead/Scrum Master/ Full Stack Developer
Avinash Manchala	am21869n@pace.edu	Full Stack Developer/UI Designer
Pranay Kumar Reddy Chamala	pc66524n@pace.edu	ML/AI Lead Engineer
koundinya pidaparthy	kp10566n@pace.edu	Lead Full Stack Developer
Murali Kummari	mk36335n@pace.edu	ML/AI Engineer & Tester
Sujit Suprabhat	st13486n@pace.edu	Tester/Quality Assurance
Sairam Maddela	sm62099n@pace.edu	Full Stack testing Engineer
Uday Kumar	ul55671n@pace.edu	ML/AI Engineer & Tester

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