

## TEAM AGREEMENT

### Communication:

- The team will use **Zoom and WhatsApp** as primary communication channels.
- **Google Docs** will serve as a platform for collaborative document editing, resource sharing, and note-taking during discussions.
- **Weekly Zoom meetings** will be scheduled to review progress, discuss roadblocks, and align on next steps. Additional meetings may be scheduled as needed.
- Team members should inform the group in advance if they are unable to attend a scheduled Zoom meeting.
- Regular updates on task progress are expected, and any challenges or delays should be promptly communicated to the team.
- Active participation is encouraged, with members providing constructive feedback and support when necessary.
- Discussions should be **focused**, with members listening attentively, speaking clearly, and staying on topic to prevent misunderstandings.
- All assigned work must be completed before the deadline. If any difficulties arise, members should reach out for assistance as early as possible to prevent disruptions to the project timeline.

### Professionalism:

- Team interactions will be conducted with **mutual respect**, valuing diverse perspectives and contributions.
- Feedback should remain **constructive**, focusing on the project rather than personal attributes.
- If a team member disagrees with a decision, they may request a discussion in the next meeting for reconsideration.
- The team strives to maintain an **inclusive and supportive environment** where all members feel comfortable expressing their ideas.
- Any conflicts should be addressed **respectfully and transparently** within the team. If an agreement cannot be reached internally, the matter will be escalated to the professor for guidance.

### Meeting Cadence:

- **Primary Meeting:** Weekly Zoom meeting to discuss progress, challenges, and next steps.
- **Check-ins:** Mid-week asynchronous updates via WhatsApp to ensure task alignment.
- **Ad-hoc Meetings:** Additional meetings scheduled as needed for urgent discussions or blockers.

### Team Members:

- **Dasari Vaishnavi**
- **Snehitha Bodiga**
- **Arepalli Abisainath Reddy**
- **Shoaib Khan Patan**
- **Aasritha Bhimisetty**
- **Kolapalli Dhanush**
- **Rana Neelkamal**