

## **Team Working Agreement - Team The Innovators**

**Communications:** Let's make sure to share updates and have discussions on platforms like Slack. Make sure to have check-ins, such as weekly stand-up meetings or sprint reviews to keep everyone on the same page and working together smoothly. Cooperation!

**Team Meetings & Collaboration:** To ensure effective meetings, the team should agree on key points, such as scheduling regular meetings twice a week at 6-8pm via virtual (zoom).our main agenda is to make all team members work and make submissions on time. As a team we should help one another by sharing each other thoughts and make sure all perspectives are heard before deciding.

**Decision-Making:** Decisions will be collaboratively reached in team gatherings. In situations where there are differences in opinions or views arise among us team members, we go for majority votes.

**Deliverables:** Each sprint should lead to producing the outcomes like presentations, updates, technical papers, and wikis. Make sure to review and test all your work before submitting it for consideration.

**Roles and Responsibilities:** Each team member has the task of finishing assignments based on their designated roles in frontend development, backend development, and machine learning. Coordinate with teams to seamlessly incorporate various functionalities.

**Retrospectives:** After each sprint is completed it's important to have a session to review the successes and areas for improvement as well as to outline specific steps for the upcoming sprint.

### **Agreed by:**

- Ranitha Durasi
- Nikhitha Reddy Nallanaagula
- Harshitha Korapati Murali
- Sai Bhargav Ram Koduru
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