

Gymnetics

Working Agreement

June 16, 2025

COMMUNICATION

Our team has decided to use WhatsApp as our main communication tool for quick updates, questions, and task follow-ups. We also hold regular virtual meetings through Google Meet to talk in more detail. These meetings are scheduled twice a week at 8:00 PM. After each meeting, any assigned tasks or important notes will be shared in the WhatsApp group to make sure everyone is on the same page, including those who may have missed the meeting. All members are expected to check the group chat regularly and stay updated throughout the week.

Communication Framework:

- Main channels: WhatsApp for messaging and updates; Google Meet for video meetings
- Weekly meetings: Twice a week on Google Meet at 8:00 PM
- Follow-up: Tasks posted on Jira
- Team members are expected to stay active in the chat and give an early notice if they can't attend a meeting

WORKFLOW

Each meeting, the team will go over what needs to be done, and members will be able to volunteer for tasks that they are comfortable with. Responsibilities must be clearly assigned so that everyone understands who is doing what. Throughout the week, team members should update the group on their progress so that others can provide feedback or assistance as needed.

We believe that teamwork is essential, and no one should feel compelled to work alone. If someone is falling behind or requires assistance, others are urged to jump in and help keep things going. Our goal is to divide tasks equally, keep on track, and support one another so that the project is done properly and on schedule.