

Team Working Agreement

Project Title: NotifyEngine – Adaptive Multi-Channel Intelligent Notification Routing System

1. Purpose of Agreement

This agreement establishes the expectations, responsibilities, and professional standards for all team members participating in the CS 691 Capstone Project. The team commits to maintaining transparency, accountability, collaboration, and professionalism throughout the project lifecycle.

2. Communication

- All formal meetings will be conducted via Google Meet.
- Team members are expected to attend meetings punctually and remain engaged.
- Quick communication and urgent matters will be handled through the agreed group messaging platform.
- All documentation, reports, and shared resources will be maintained in Google Drive.
- Source code will be managed using GitHub with proper version control practices.
- Members are expected to respond to team communications within 24 hours.

3. Work Division and Participation

- Responsibilities will be distributed equitably among team members based on expertise and project needs.
- Each member is accountable for completing assigned tasks within agreed deadlines.
- If a member encounters challenges, they must inform the team promptly to allow collaborative resolution.
- Repeated failure to participate or meet deadlines may result in reassignment of responsibilities.

4. Meetings and Attendance

- The team will meet multiple times per week via Google Meet as mutually scheduled.
- All members are expected to provide progress updates during meetings.
- Members unable to attend must notify the team in advance and review meeting notes or recordings.
- Decisions made during meetings are binding for all team members.

5. Project Management and Scrum Framework

- The project will follow Agile Scrum methodology with defined sprints.
- The Scrum Master will facilitate sprint planning, stand-ups, reviews, and retrospectives.
- The Product Owner will manage the backlog and prioritize deliverables.
- Sprint goals and progress will be tracked using an agreed project management tool.

6. Conflict Resolution

- Conflicts will be addressed professionally and respectfully within the team.
- Discussions will focus on project objectives and data-driven reasoning.
- If conflicts remain unresolved, the team may seek guidance from the course instructor.

7. Professional Conduct and Respect

- All members agree to maintain professionalism and mutual respect.
- Constructive feedback is encouraged and should be delivered respectfully.
- Members agree to respect each other's academic and personal schedules.

8. Commitment

By signing below, each team member acknowledges their commitment to uphold this agreement and contribute responsibly toward the successful completion of the Capstone Project.

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