Team Working Agreement

Communication Expectations

- Use Zoom and GitHub for collaboration.

- Respect everyone's opinions; decisions are made collectively.

- Notifying the team in advance if you cannot complete or attend.

- In case of any conflicts, present research-backed solutions and resolve by majority vote.

- Keeping everyone updated when pushing code or making changes.

- No last-minute dumping of work on others.

Meeting Schedules

- Meetings will be held twice weekly on Zoom or Google meet

- Meeting time is set based on availability.

- Agenda will be shared in advance for preparation.

- Sprint Planning at the start, Retrospective at the end of each sprint.

- Absence must be informed ahead of time; members must read meeting summary.

- All members are expected to participate and contribute fairly.

Team Dynamics & Principles

- Each member must clearly understand and own their tasks.

- Workload distributed fairly; large tasks broken into smaller ones.

- Every task has a **deadline** and review on completion.

- Encourage problem-solving before escalating blockers.

- Trackers must be updated regularly.

- Work progress should be committed and shared on GitHub.

Checklist for Task Completion

- Code should run without errors.

- Work must meet all acceptance criteria.

- Each task is reviewed and tested by everyone

- Documentation should be updated with the task.

- Final review by all team members before submission.