

# Team Working Agreement

## Team Communication:

- **Slack** will serve as the primary platform for structured project communication.
  - Channels will be created for backend, frontend, AI agents, and DevOps discussions.
  - Important updates and decisions will be documented in Slack.
  - GitHub-related discussions will be linked in Slack threads when necessary.
- **WhatsApp** may be used for urgent or time-sensitive coordination but will not replace official Slack communication.
- **GitHub** will be used for:
  - Code reviews
  - Issue tracking
  - Pull request discussions
  - Documentation updates

## Meeting Schedule:

### Weekly Sprint Planning

- Conducted at the beginning of each sprint.
- Define sprint goals and tasks.
- Assign responsibilities.
- Establish Definition of Done.

### Daily / Biweekly Stand-ups

Each member will briefly report:

1. Progress since last meeting
2. Current task
3. Blockers (if any)

Stand-ups will be limited to 10–15 minutes.

## **Sprint Review**

- Demonstrate completed functionality.
- Compare deliverables with planned scope.

## **Sprint Retrospective**

- Discuss what went well.
- Identify improvement areas.
- Define action items for next sprint.

## **Team Dynamics And Principles:**

- Every team member should be treated with kindness, respect and patience even when it feels impossible.
- Every team member clearly understands their responsibilities and tasks.
- Workload will be distributed as evenly as possible. Single tasks with heavy workload may be broken down into smaller manageable tasks.
- Every task should have a deadline and a review on completion.
- Every team member is encouraged to try and resolve blockers encountered and document their list of tried solutions before approaching the team.
- Work should be updated/shared through GitHub.

## **Checklist for marking a Task as Completed:**

- Code should run without any form of syntactical or runtime errors.
- Code should meet all acceptance criteria.
- Work should be reviewed and tested by the assigned team member.
- Code should be pushed to respective branch and appropriate pull requests should be raised for review.
- All relevant documentation should be tagged/updated alongside.
- Work should be reviewed by multiple team members before Production is updated.

## Team Signatures:

Team Member Signature	Email Address
Tenzing Salaka	<a href="mailto:ts59793n@pace.edu">ts59793n@pace.edu</a>
Orges Velia	<a href="mailto:ov44993n@pace.edu">ov44993n@pace.edu</a>
Kushwanth Reddy Nomula	<a href="mailto:kn51033n@pace.edu">kn51033n@pace.edu</a>
Meghana Sai Sree Ventrapragada	<a href="mailto:mv89683n@pace.edu">mv89683n@pace.edu</a>
Shreya Kuvalekar	<a href="mailto:sk96858n@pace.edu">sk96858n@pace.edu</a>
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