

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.

DataWeaver

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	ts59793n@pace.edu
Orges Velia	ov44993n@pace.edu
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