

## CSE 360 Team Norms

### Team 20

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Changelog: Team norm 6 added – 26/10/2025

The following norms outline how Team 20 will collaborate, communicate, and manage work throughout the CSE 360 project.

### **Team Norms**

1. We will meet twice every week (Mondays 6pm and Fridays 5pm), to discuss progress, goals & challenges, similar to a biweekly Scrum meeting.
2. We will have clear communication channels like Discord to collaborate and communicate and for our code we will be using Github.
3. We will always start early to not have any conflicts later on. At least a week before the deadline. Our aim is to complete it before the soft deadline.
4. We'll make sure everyone has contributed equally so it doesn't fall all on one person.
5. We will make sure to document any relevant changes and updates regularly to keep the team up to date with what we're doing with respect to the project, this helps everyone stay on track with what everyone else is doing (Can be done either via regular documentation or through consistent communication between team members).
6. After the first phase, we realised we should start meeting more often, and spend more time during team meetings to delegate tasks more effectively, so efficiency in completion can be accomplished

Signatures :

*Shivam Walia*

*Mahith Wuppandla*

*Tiya Lath*

*Suurya Ganti*

*Saketh Reddy Maddireddy*