**Team agreement of team care takers.**

**Team Members:**

1. Rohit Ujgera
2. Jayaram Varre
3. Sai vignan japa
4. Charan thatimalla
5. Ramya mynampati
6. Arshdeep singh

**1. Team Goals and Objectives:**

* Clearly define the objectives and goals of the project.
* Ensure that all team members are aligned with these goals.

**2. Roles and Responsibilities:**

* Assign specific roles and responsibilities to each team member.
* Ensure that everyone understands their role and how it contributes to the project.

**3. Communication:**

* Establish regular communication channels (e.g., weekly meetings, email updates, group chat).
* Agree on response times for emails and messages.
* Encourage open and honest communication among team members.

**4. Decision-Making:**

* Agree on a decision-making process (e.g., consensus, voting) for resolving conflicts or making important project decisions.
* Ensure that decisions are documented and communicated to all team members.

**5. Work Distribution:**

* Divide tasks and responsibilities evenly among team members.
* Ensure that everyone has a clear understanding of their workload and deadlines.

**6. Meeting Guidelines:**

* Set guidelines for conducting meetings, including agendas, time limits, and participation expectations.
* Ensure that meeting minutes are recorded and shared with all team members.

**7. Accountability:**

* Hold each team member accountable for their assigned tasks and deadlines.
* Establish consequences for missed deadlines or incomplete work.

**8. Conflict Resolution:**

* Establish a process for resolving conflicts among team members.
* Encourage open communication and collaboration to address conflicts in a constructive manner.

**9. Timeline and Milestones:**

* Develop a project timeline with key milestones and deadlines.
* Regularly review progress against these milestones and adjust plans as needed.

**10. Review and Revision:**

* Schedule regular checkpoints to review and revise the working agreement as necessary.
* Ensure that the working agreement remains relevant and effective throughout the project.

**By signing below, we agree to abide by the terms of this working agreement and work collaboratively to achieve the goals of the project.**

Rohit Ujgera Charan thatimalla

**[Team Member 1 Signature]** **[Team Member 4 Signature]**

Jayaram Varre Ramya mynampati

**[Team Member 2 Signature]** **[Team Member 5 Signature]**

Sai vignan japa Arshdeep singh

**[Team Member 3 Signature]** **[Team Member 6 Signature]**