TEAM AGREEMENT

Team name: Team 2

Team members: Soumya Hukkeri, Mingyue Liu, Leqing Wu

Team member responsibilities (all):

- Read, view, understand, and analyze materials and instructions
- Share ideas and contribute significantly to the project
- Provide feedback to each other about contributions and teamwork
- Ensure that everyone is employing all aspects of effective teamwork
- Meet on Tuesday before class on campus
- Meet on Friday via Zoom call at a convenient time
- Meet deadlines
- Make the process fun!

Team roles:

Role	Responsibilities	Team member (first person to play role)
Scrum Master	Conducting the sprint meeting, keeping a check on the Trello board, ensuring that the Trello board is updated, and work is completed on time. Each Scrum Master will conduct a meeting.	Soumya Hukkeri, Mingyue Liu, Leqing Wu
Developer 1	Complete the user story assigned to the developer on time	Soumya Hukkeri
Developer 2	Complete the user story assigned to the developer on time	Mingyue Liu
Developer 3	Complete the user story assigned to the developer on time	Leqing Wu

Time frame for responding to team messages: **Within a day.**

What a team member should do if they will not be able to meet a deadline: **If the delay is for a genuine reason inform beforehand or must complete it asap.**

What a team member should do if they have a question about how to complete the work: **They must get in touch with the team members well before the deadline and ask for help.**

What a team member should do if they notice someone has not completed the work on time or at the expected level of quality: **They must contact the developer and let them know about the situation, if the developer has a difficulty in understanding something immediate assistance must be attained. Try to resolve the issues in time.**