PROJECT NAME	Enterprise Resource Planning (ERP) System

Specify the official name of the project to be undertaken.

TEAM MEMBERS

List the names and roles of all team members.

ID	NAME	Contact Information (text,email..) // (Indicate preferred method)
1	Shivam Shivam	sshivam@umd.edu
2	Sanskriti Yadav	syadav13@umd.edu
3	Aarya Hari	ahari11@umd.edu
4	Fuad Khasiyev	fkhasiye@umd.edu
5	Jaya Pabbisetty	jpabbise@umd.edu
6	Sakshat Darne	sakshatd@umd.edu
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Team Management

ROLES AND RESPONSIBILITIES		Who is responsible for what? How are responsibilities divided?
ROLE	ASSIGNED TO	RESPONSIBILITIES
Software Developer	Shivam	Write and test code. Collaborate on software design. Debug and fix issues. Meet project deadlines. Maintain and update software.
Software Developer	Aarya	Create User requirement documentation. Write and deploy code. Testing the deployed code.
Data Analyst	Jaya	Collect and clean data. Analyze data using tools like SQL, Python, and Excel. Create reports and dashboards. Collaborate with teams to meet data needs. Ensure data accuracy and integrity.

Project Manager	Fuad	- Monitor project progress, ensure the delivery of high-quality outputs - Act as the primary point of contact for stakeholders, and ensure their wants are met - Lead and manage the team, ensuring effective communication, and ensuring the team works cohesively towards the project goals. - Ensure the project stays on track to meet the deadlines and milestones.
Scrum Master, UI	Sakshat	Facilitate daily stand-ups, sprint planning, sprint reviews, and retrospectives. Remove obstacles that impede the team's progress, ensuring smooth workflow and productivity. Collaborate with the product owner and project manager to ensure that the product backlog is well-defined and prioritized. Promote a culture of continuous improvement by fostering transparency, feedback, and adaptation within the team.
Project Manager	Sanskriti	- Oversee project progress and ensure quality deliverables. - Act as the primary liaison for stakeholders, meeting their expectations. - Lead the team, promoting clear communication and collaboration. - Ensure the project meets deadlines and key milestones.

Meeting Guidelines

Establish rules for conducting team meetings.

ID	DESCRIPTION
1	Ensure every meeting has a clear objective.
2	Follow a structured agenda to stay on track.
3	Assign roles like facilitator and note-taker for clarity.

ID	DESCRIPTION
4	Promote active participation from all team members.
5	End with clear action items and assigned deadlines.

Decision-Making Process

Describe how decisions will be made within the team.

ID	DESCRIPTION
1	Identify the problem that needs a decision.
2	Gather relevant information from the team.
3	Evaluate all possible alternatives.
4	Make the decision based on the best option.
5	Implement the decision and review the results.