

Team Agreements Document

1. Team Name - **ByteForge**. Team Leader - **Edvinas**
 - Election process - The team leader was chosen randomly using a simple draw to ensure fairness and equal opportunity. All team members agreed this was the most impartial way to appoint a leader.
 - Team Leaders responsibilities:
 - Coordinate all team activities and act as the primary point of contact.
 - Schedule meetings and ensure attendance.
 - Oversee task allocation and deadlines.
 - Facilitate decision-making and resolve disputes.
 - Represent the team in communication with the instructor.
2. Team ambition - common desired grade **8**
3. Decision Making approach:
 - Decisions will be made collaboratively in meetings.
 - If consensus cannot be reached, a simple majority vote will decide
 - For urgent matters, the team leader may take an interim decision subject to later review by the team.
4. Key Principles
 - Tasks will be assigned based on individual strengths, interests, and availability.
 - All members are expected to contribute equally to coding, documentation, and testing.
 - Pair programming or code reviews will be used to ensure shared knowledge of the codebase.
5. Team Meetings
 - Regular team meetings will be held once per week on Thursdays at 20:00 (online or on campus as agreed). Time may vary per week.
 - Additional meetings may be scheduled if necessary.
 - Group coding sessions will occur on weekends if needed.
6. Track progress
 - Progress and task status will be updated during weekly calls.
 - A quick sync at the start of each call will cover completed tasks, upcoming work, and blockers.
 - All important decisions will be summarized directly in the call and noted collectively by the team.
 - If there is a need to sync more frequently Discord will be used.
7. Violations
 - First infraction (missed deadline or meeting without notice or explanation): verbal warning from the team leader.
 - Second infraction: written note in team records and redistribution of tasks.
 - Repeated noncompliance: escalation to course instructor for resolution.

- Consistent positive contributions will be recognized and appreciated publicly in the group.