

TEAM AGREEMENT

- Each team member shall actively listen and consider one another's opinions and perspectives, fostering an environment of open communication and constructive feedback. We will engage in respectful dialogue, valuing diverse viewpoints.
- Decisions regarding project workflow will be made collectively through discussions and deliberations. We will ensure that all voices are heard, and the majority opinion will guide our actions, promoting a sense of ownership and commitment to the project.
- We are committed to upholding the highest standards of professionalism at all times. Inappropriate behavior, such as disrespect, discrimination, or harassment, is strictly prohibited. Any instances of misconduct shall be promptly reported to the team leader or project supervisor for appropriate action, ensuring a safe and inclusive working environment for all team members.
- Recognizing the unique strengths and expertise of each team member, we will leverage our collective talents to contribute effectively to the project. We will actively seek opportunities to collaborate, support, and assist one another, fostering a culture of mutual respect and cooperation. Through our combined efforts, we will strive for excellence in all aspects of our work.
- Regular team meetings will serve as crucial forums for discussion, planning, and decision-making. We will actively participate in these meetings, sharing updates on our progress, addressing challenges, and brainstorming solutions collaboratively.
- Attendance at all scheduled meetings is mandatory for all team members. In the event of unavoidable conflicts, timely communication and proactive efforts to reschedule or catch up on missed discussions will be prioritized, ensuring that no team member is left behind.
- We are committed to meeting all assigned tasks and deadlines promptly, demonstrating reliability and accountability in our work. Should any team member encounter difficulties or require assistance, we will proactively seek help from our peers, fostering a culture of support and collaboration.
- Recognizing the importance of timely completion, we understand that extensions beyond agreed deadlines will not be granted lightly. We will prioritize effective time management and proactive communication to ensure the successful execution of our project deliverables.
- Clear and transparent communication is essential for effective collaboration. We will utilize Slack as our primary communication platform, actively engaging in discussions, sharing updates, and seeking clarification when needed.
- All team members are expected to participate in Slack discussions regularly, responding promptly to messages and actively contributing to the exchange of ideas. Through our collective efforts, we will maintain open lines of communication, fostering

a culture of transparency and collaboration.

- By signing below, we affirm our commitment to upholding the terms of this agreement and working together collaboratively to achieve our project goals.

Teammates Signatures:

- Venkatesh Nidumukkala
- Ankit Mhatre
- Uma Maheshwari Bhichinepally
- Tejaswi Koppula
- Charan Raju M
- Kilaru Mani Chandana