**Team Agreement**

**Participation :**

* Attendance at all meetings is essential for effective teamwork.
* Regular absence may negatively impact team performance. Members should notify the team leader in advance if unable to attend and make arrangements to catch up before the next meeting.

**Communication :**

* Zoom meetings will be held weekly for meaningful discussions, fostering team cohesion. It's encouraged for members to keep their cameras on to enhance trust and transparency.
* For quick queries and urgent matters, a WhatsApp group will facilitate discussions on minute details and doubts.
* Google Docs will serve as the platform for sharing final deliverables, allowing collaborative editing by team members.
* Slack, our designated platform, offers various channels for different aspects of project management, ensuring efficient coordination among team members.

**Work Division :**

* Responsibilities should be evenly distributed among team members to ensure fairness.
* Completion of assigned tasks before the deadline is crucial to maintain team performance. In case of difficulties, members are encouraged to seek assistance from peers to meet deadlines collectively.

**Meetings :**

* Weekly virtual meetings on Zoom will be held every Monday and Wednesday, with mandatory attendance unless under exceptional circumstances.
* The team leader will organize and conduct meetings, ensuring all members receive necessary details.
* Meeting minutes will be documented after each session to monitor project progress.
* Active participation in discussions and providing updates on individual progress are expected from all team members.

**Team Members:**

Sarath Upadrista - SU72648N

Pavan kumar Varkala - PV24664N

Dipali Avhad -DA55674N

Archana Barka - AB96045N

Gowru, Kundan Sai Datta Prasad - kg99457n

Dharavath, Harika - hd34397n