Teamwork Resource

* It is not possible to work as one-man army so we must have to develop a team to accomplish our goals.
* We must follow all five steps of an effective team.
* There must be a very clearance communication between the leader, team members and within the team members.
* Duties and responsibilities must be assigned according to the expertise and abilities of the team members.
* There must be a fix timeline to complete the project and team must update their progress report on a shared google sheets.
* Team must meet weekly and can meet if necessity arises depending on the project and assignment.
* If there is any international collaboration the teammates must take care of different time zones before scheduling a meeting or for any personal call.