



1. Expectations

- Time Expectations - 8-10 hours a week.
- Handle unforeseen circumstances case by case basis
 - Short notice requires a short summary to team members
 - Suggest ways to 'catch up'/develop action plan
- Reliability and transparency
 - 'Ego and pride out the window'
- Punctuality - starting tasks as early as possible and setting artificial deadlines before actual due dates
 - If due dates are missed, in a retrospective meeting "What could we do better?, Did we aim too high?, etc..
- Thursday night status check 'on track to complete' or 'need help with x' update

2. Communication

- Discord primary communication outlet
- Comments in discord channel tracking progress
- General response time 24 hours
 - 3 days before deadline, level of urgency raises and therefore response time 6-12 hours or EOD.

3. Meeting Schedule

- Every Sunday 7pm weekly scrum/retrospective via Discord
- First Thursday of every month, in person 'team bonding' 12:30 PM

4. Responsibilities

- During sunday scrum, combine into sprint planning to divide/assign responsibilities
- Weekly handoff of project manager who is in charge of note-taking, status gathering of team members, reminder of Thursday update
- Meeting notes document will be created and filled in per meeting

5. Equitable Contribution & Conflict Resolution

- First step: If a deadline is missed, communicate and ask why this may have happened.
 - If the person fails to give any reasons or respond within 48 hours, we may attempt to reach out again. If this happens again, we can go to the professor
- Second step: If deadlines are repeatedly missed, delegate less work to the person, especially depending on their reasoning for missing deadlines.
 - If it gets to a point where they do little-to-no work, less than what is reasonable, and they are unable to do a reasonable amount, speak to the professor
- Third step: Assign a different type of task to the person, they may be better at different tasks.
 - Again, failure to do anything or a reasonable amount results in speaking to the professor.

