# Team communication and co-working agreement

Team Showmen

Ryan Enshaie, Adam Yee, Damon Wong, Byung Kim, Antonio Montalvo

## Weekly meeting

Tuesdays, 5 PM, ICS 171

## Co-working times

Co-working will be done in ICS 171

Mondays

5 PM - 7 PM: all

Tuesdays

5 PM - 7 PM: all

Wednesdays

9 AM - 12 PM: Adam, Damon, Antonio, Byung

Thursdays

5 PM - 6 PM: all

Fridays

2 PM - 5 PM: all

## File-management

We will use GitHub and Google Docs for file management.

All files will be put in GitHub repositories owned by our organization, "191TeamShowBizU".

All documentation and code will be stored in the "docs" repository.

## Miscellaneous  
  
We agree to communicate through email, text, GroupMe, or Facebook regularly.  
  
Every person commits to attending scheduled meetings and co-working hours.  
  
We will notify our teammates as soon as possible if we have to miss a meeting.  
  
If there is a problem with the group or sponsor, we will discuss it openly.