LUNCHCAPADES

DAILY PROCESS

- By 11pm: IM each other a very short status (in-process, debugging, feeling stuck, done 10%, etc.)
- Meetings : skip

WEEKLY PROCESS

- Meeting : once/week, 1-2 hrs
- Meeting Agenda:
1 hour:
    - Review and discuss the whole work together
    - Re-assign/switch the portions of work as needed
30 minutes OPEN TALK (as needed):
    - new ideas, suggestions, concern, disagrees, etc.
30 minutes (optional):
    - chatting on anything, socializing

TEAM EXPECTATIONS

- Slack/Instant Messages:
    - Freely, anytime, any matter, any issue
- Agreements:
    - No necessary responses on the updates/info
    - No expectations for quick responses on non-urgent subjects
    - Expect as soon as possible responses on questions

ISSUES

- List the pros/cons
- Vote on it
- Even vote number? Toss a coin.

ESTABLISHING NORMS

1. When disagree:
- Vote
- Every member is expected but not required

2. When a member is frustrated:

    (1) Expect to speak out the reasons and also speak out his/her desired solutions, at least once and at least to one person or to the team

    (2) If still feel frustrated, speak it out again to the team

    (3) If not resolved, seek for help at higher level

3. Merge work:
- Do it together: if uncertain, check with a more experienced member before doing

4. Ask for help:
- Flexible, depend

5. Pair:
- Freely making our own choices to pair. Freely switch pair as desire.

6. After hours work:
- Freely making 'after hours' schedules to each other, but not required nor expected.

7. Daily stand up:
- Instantly as needed
- Skip if no need