<group name>

* Availability for meeting expectations
* Response time to communication expectations
* Definition of done: when is a task complete? (hint: "I'm done with that but I didn't check it in to github" is not done.)
* Scrum meeting format/frequency and distribution of documentation tasks (meeting minutes, updating task board)
* Procedure for adopting policies (e.g. code style, code check-in steps, documentation updates)
* if you adopt such a policy during the initial meeting, put it here
* Procedure for handling a member who is not meeting expectations
* must include at least 3 actions before involving the instructor
* Signatures: each member must sign their name by typing their name at the bottom of the document.