

**Ground Rules for Teamwork:**

1. **Communication:** We will communicate primarily via Discord. For official documentation and submissions, we will use Canvas.
2. **Responsiveness:** All messages and communication should be responded to within 24 hours. If either of us is unable to respond within this timeframe, a heads-up should be given in advance.
3. **Meeting Times:** Weekly Thursday Meeting from 3:30 PM - 4:30 PM PST (6:30 PM - 7:30 PM EST) will be held and should be communicated 48 hours in advance.
4. **Task Distribution:** Tasks will be evenly distributed and decided upon during our weekly meetings. Once assigned, each member is responsible for the completion of their task.
5. **Feedback and Reviews:** Constructive feedback will be provided for all work. Any disagreements will be resolved