**CAPSTONE TEAM NORMS & EXPECTATIONS - Team COCO**

**Communication:**

* Primary mode of communication will be through Slack (for immediate communication) Zoom and/or GoogleMeets (for video conferencing and more involved communications)
* If a team member is experiencing any difficulties completing their assigned tasks, she will reach out to the other team member for assistance in a timely manner
* Constructive feedback from team members is accepted and welcomed

**Attendance:**

* Daily meeting times will be scheduled with agreed upon start times, break times, and end times
* Team members are expected to arrive prepared and on time to each session. If for whatever reason this is not feasible, team members will notify one another as soon as possible
* If meetings or coding sessions need to be changed, cancelled, or scheduled outside of these times, group members will communicate through the above channels, discuss, and adjust accordingly
  + Each group member is still responsible for any assigned tasks and deadlines, unless otherwise agreed upon and communicated

**Meetings and Coding Sessions:**

* Team members agree to live code together for the majority of the project, when possible, and work as a unit throughout the entire creative process
* Team members agree to appear on-camera as frequently and consistently as possible, primarily in the afternoons
* Trello is reviewed at the beginning of every meeting
* Work session will be scheduled daily from Monday through Friday from 9AM-4PM; 2 15 minute breaks 10:30PM and 2:30PM, lunch from 12-1PM
* Weekend and after hours work will be discussed as needed

**Workflow and Deadlines:**

* Soft deadlines will be scheduled ahead of time to ensure active progression with tasks
* Progress check-ins and stand-ups will be scheduled every day