

Communication:

1. We will hold Zoom meetings 1-2 times per week for roughly 30 minutes to an hour. This will allow us to share screens and more effectively share our work and collaborate remotely. We can take notes on a shared document in order to quickly distribute ideas with all group members actively taking notes.
2. We will communicate primarily through texts for now as the group currently only has 2 members. If more members are added in the future, a discord channel or group chat can be created to allow more effective communication among members. Due to minor time zone differences, responses may be delayed late at night or early in the morning; however, responses are generally expected within an hour during the day.
3. Everyone should have an opportunity to speak at least once and everyone should update others on progress and any potential issues or hurdles

Collaboration:

1. Work distribution should be equal among the two of us. if we only have two people it should be pair programmed and we work on it at different times but on the same task keeping in mind an equitable work distribution. If we have more people we should work on separately assigned subtasks, breaking the project into smaller pieces..
2. Around 5 hours adjusted based off need, conflicts will be handled by communication and accomodation
3. Either we communicate our need for certain things to get done or change and expect them to change and if the change or need is unable to be resolved or accomodate, we will communicate with the course staff.