## Communication and Operational Process Topics

1. Team meetings will be held during free time during workshops and virtually online, on either Thursday nights or Friday nights. Depending on the nature of the meeting, it would take about 30 minutes to an hour tops for the meeting to finish.
2. In team meetings, agendas such as progress made by members acting as developers are met by the requirements issued by the members acting as clients will be raised. Any issues about group work-related or team members’ disputes or concerns will also be raised.
3. The assigned Scrum master for the week will record team meeting minutes and update or upload new data on GitHub.
4. Team members will check their Facebook or email on a regularly basis for any updates or issues that may be needed to be rectified.
5. Team members should respond messages on Facebook or email as soon as possible or when they can if they are busy at that period of time.
6. When a team member cannot attend a meeting, he/she will be notified via Facebook messenger on the updates with progress made.
7. When a team member is unable to do their assigned tasks or meet deadlines, he/she should notify the scrum master immediately, and a new task or new deadline will be implemented on that team member. If he/she fails to do their assigned tasks or meet deadlines again, that team member will be dealt with and another team member will be assigned to complete the job.
8. Each updated document is reflected by software versioning, and the member tasked for that week to execute the requirements in the documents will be responsible for the updates on the updated document.
9. GitHub is the main hub for team members, to access important team electronic documents.