Team Meeting 2

# Attendees

* Ian Skelskey
* Isaiah Lathem
* Jack Norman
* Zachary Jacobson

# Topics

## Future Meetings

Should we set up a recurring meeting schedule? Maybe we could create another excel sheet to indicate our recurring availability and set a couple of weekly meeting times that work for most of us. We may also want to have a meeting attendance policy like each team member should be present at a minimum of one team meeting per week.

### Repeating Meeting Times (Daily)

Early Huddle - 9 AM Arizona Time

Late Huddle - 6:30 PM Arizona Time

## [Project Plan](https://docs.google.com/document/d/1_TfyK63l4N1aRHMfywjwEqxl_2YfKH3J/edit?usp=sharing&ouid=116474216185557475200&rtpof=true&sd=true)

Distribute work for project plan among team members

## [GitHub Project](https://github.com/users/IanSkelskey/projects/7)

This is our task board. It is currently populated with all due dates from Canvas. Ian can walk us through this as needed.

## Slack Policies

Our slack channel is getting a little crowded. We should consider ways to divide up communication. As usual, threads help, but we may need additional considerations.

### For Example:

General Communication/Meetings - **Slack**

Research/Resources - **Google Drive or GitHub Projects**

## Coding/Git Policies

We should create a document that defines all of our team’s policies and have all team members sign it to ensure adherence and quality.

### Git

* Two reviews before a merge into main
* Dev branch before main
  + Require 1 peer review for merge into dev
* .gitignore for all generated files
* Readme with basic operation info in top-level directory
* No source files in top-level directory

### Code

* Look into <https://prettier.io/>
* No tab characters
  + 4 spaces
* Blank new line at the end of all files