# RE Preprocessor

Project Contract

**Overview**

This contract serves to outline expectations for meeting timeline, project deliverables, and how/when communication between student and advisor should occur. This contract will also outline basic details about project organization.

**Meetings and Communication**

Meetings with the project advisor should occur on at least a bi-weekly basis. By meeting regularly, the advisor can be kept in the loop about progress and blockers. Meetings can occur more often if additional feedback or advice is required. Meetings will be held virtually via Zoom or Teams. Meetings will generally be expected to last about 15-30 minutes.

Communication outside of meetings should be conducted via email or instant messenger. Communication of any type should attempt to occur during business hours and should generally not expect an immediate response.

Other communication methods may be employed throughout the project. GitHub issues might be used to flag known problems or features which need to be implemented.

**Contribution and Organization**

Being that there is only one contributor on this project, development will likely occur in bursts. This means there may be several days where little to no work occurs and other days where several features are implemented. With that in mind the expectation is that there will be reportable progress every two weeks, in time for the bi-weekly meeting.

Organization will be handled with a Kanban board accessible through a GitHub project. Issues will be created on GitHub to represent known bugs or features yet to be implemented. Progress will be tracked via the Kanban board. Issues may be created by the developer, advisor, or other invested parties.