* Logistics
  + Work Room
    - N/A
  + Meeting Times:
    - S/W/F, 9:45 pm
    - Th: 4pm (TA)
  + Project repository
    - GitHub
  + Communication Channels
    - Discord
    - Text, Phone
* Development environment
  + Platform
    - N/A
  + IDE
    - VSCode
  + Libraries
    - Node.js v18.12.0
    - PNPM v7.30.0
* Coding style/standards
  + Backend: eslint v8.57.0
  + Frontend: eslint and prettier
* Work (Process) Patterns
  + Definition(s) of Done
    - Tasks (See below)
    - User Stories (See below)
  + Areas of Responsibility
    - No need, I guess
  + Work hand-off/integration
    - Create pull request
    - If merge conflicts, discuss w/ Kev
    - Kev looks over code and merges w/ dev
    - Fix dev if any errors
* Product Design Patterns
  + MUI

Definition of Done: Tasks

1. Code has no lint errors
2. New Unit tests are created
3. All unit tests run w/out error (old and new)
4. Code coverage above backend, 75% (frontend, doesn’t matter)
5. Code checked into remote repository (not dev branch)
6. Another team member confirms it works on their machine
7. Code merged with dev branch
8. All unit tests in dev branch run w/out error and code coverage above 75%
9. Confirmation new dev branch works on frontend/backend deployments

Definition of Done: User Stories

* All tasks are done
* All acceptance criteria satisfied
* Inspected and accepted by Product Owner

Note:

* In each task, list the files it will involve
  + So merge conflicts aren’t too horrible
* Once done with a task, make pull request asap