# Work Ethic Agreement

## Hours

1. Friday all members will be on-site from 9am to 5pm
2. 10 hours of work will be completed per week
3. Logging of hours and tasks will be documented in Activity Log document in repository

## On-site

1. A tutor meeting will commence at 9am on Fridays unless otherwise specified in Calendar
2. A group meeting will commence at the beginning of the day:
   1. to update all team members on progress made off-site in the past week
   2. to delegate tasks and responsibilities to each team member for the day
3. A group meeting will occur at the end of the day:
   1. to record progress throughout the day
   2. to discuss off-site work prior to the following Friday
4. Average of 7 hours of work will be completed

## Off-site

1. 3 hours of work will be completed

## Communication

1. Primary form of communication will be via slack
2. Primary form of communications will be email with Celine (Client), Gerard (Tutor), Chris Browne (Course Convenor)
3. All group members will check and respond to slack and emails at opening of business (OOB) and close of business (COB)

## Absence

1. Absent group members will notify team ASAP