

Pillbox Working Agreement

We will:

- Use slack as the team's main communication platform. To be used for all communication moving forward
- Attend weekly meetings
 - Every Thursday (2:30 – 4:20 PM)
 - Monday (3:30 – 4:20 PM) or Tuesday (9:30 - 11:30 AM) – To be decided on the Thursday Meeting prior
- Use Github issues
 - Resolve Github Issues after every meeting
 - Create Github Issues, assign them to team members, and decide on due date after every meeting
 - Including meetings with Dr.Khedri
 - Github issues to be shown to Dr.Khedri
- Start working on Github Issues until the remainder of the meeting
- Post Meeting Minutes after every meeting. Including the following information:
 - Github Issues Resolved
 - Github Issues Created, to whom it was assigned, and with due date information
 - Github Issues that have remained, but are still planned to be completed in the near future
 - Meeting notes (optional)