**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)