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Initial Project Topic: Category 1: Algorithm Testbed/Scoreboard

What tools will you use for communication? Slack? Discord? Email? Group Text Messages? Carrier Pigeons?

iMessage will be used primarily for communication day-to-day, especially on time-sensitive topics as it is what we are most active on. We also have a Slack channel for communication in regard to file sharing, code help, etc.

How often do you expect each person to check project-related messages? If you ask a question, when should you expect a response? Are there hours of the day when messages should not be sent?

iMessage should be checked regularly, at least twice a day. You don't have to respond immediately but react (if the message is relevant to you) to signify that you're aware of the task and are on it.

Slack doesn't need to be checked on a regular basis. Any issue on Slack will be notified in iMessage and redirected to Slack.

How do you keep track of who is working on what task? Trello? Some other kanban board? Assigning GitHub Issues? Something else? (Note: Two is often a good number of people to assign to a task.)

We have a Trello board for keeping track of progress on weekly and daily tasks. So far, we have two boards, one "administrative" board to keep track of non-technical tasks and general administrative tasks, and another "product development board" to keep track of tasks relating solely to our project.

It is vital that every decision the group makes is recorded. (If something isn't recorded, it hasn't been decided.) How/Where does your group record decisions?

We will record our decisions in a shared Google doc. During each meeting, we will also record notes on decisions made to stay up to date.

I highly recommend that you use short Standup meetings multiple times a week to check in on progress. When will these standup meetings take place? (Remember: Don't solve problems at Stand-up meetings, just check in, and if there is an issue assign a couple of people to discuss it in between meetings.)

Standups will take place on Tuesdays and Thursdays.

When will you block out time for longer meetings when you have larger issues to discuss among all team members? (Note: My advice is to use these meetings primarily for big-picture design questions.)

Our longer meetings will be on Saturday where we will discuss larger issues we run into throughout the week.