

## **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.**