

Communication Policy

The team will meet once a week on Wednesday and Saturday by 5pm for 30 minutes, extended as necessary, using an MS Teams call. All team members will work remotely.

The team will use the MS Teams chat feature to keep regularly updated on task progress, changes and issues, and to provide observations and feedback on current milestone and deliverables. The team will use a spreadsheet internally, to keep track of assigned tasks within each deliverable.

Each commit message will be meaningful and will display the current status of that deliverable.