**Product Name:** MuscleMinder

**Team Name:** FitTech Innovators

* **Communication**
  + Preferred Channels: Discord
  + Response Time: Within 24 hours
  + Status Updates: Weekly updates
* **Meetings**
  + Schedule: Weekly on Monday and Wednesday, one on Friday, Saturday, or Sunday
* **Work Hours and Availability**
  + Core Hours: 10 AM - 4 PM, flexibility outside these hours
  + Availability: Discord/WhenToMeet
  + Absences: Notify at least 1 day in advance
* **Task Management**
  + Tools: Google docs for task tracking and user story progress
  + Status Updates: Regular updates in Google docs/Discord
* **Continuous Improvement**
  + Feedback: Encourage open feedback and suggestions
  + Adaptation: Update the agreement as needed