**Communication Protocol**

* GitHub Coding, ReadMe, Commits and Final Project Results
* Slack Team’s main communication
* Google Drive Assignments, Documents, Planning and Notes.
* Zoom Daily meetings

**Communication Frequency**

* On Mondays, the team meets and assigns responsibilities for the week to each member.
* Deliverables and responsibilities are documented and saved on Google Drive for status tracking.
* Smaller groups meet as needed, in order to coordinate and complete the tasks assigned.
* On Wednesdays, the team meets to resolve any issues and roadblocks and to get clarifications from instructor and TAs.
* By Thursdays, any handovers from one member to another are completed, if needed.
* On Fridays, status updates and exchanged
* On Saturdays and Sundays, any pending issues are resolved with TA’s assistance and project submission is planned and coordinated.