InnovateNow:
1. Names:
    a) Cami Lacy, Grace Setiawan, Tushar Thonupunoori, and Sovannara Tav.

2. Group expectations:
    a) Communicating frequently to provide status updates, schedule availability, ask questions, reply to each other's messages, and many more.

    b) Equal involvement, contributing, and engaging with each other and the group assignments.

    c) Upholding accountability and commitments to assigned tasks and responsibilities.

    d) Respect, open-mindedness, and flexibility with each other.

3. Handling unexpected events:
    a) Notifying the group as soon as possible regarding the unexpected event to let the group know if tasks and responsibilities need to be adjusted.

    b) Completing assigned tasks and responsibilities early to avoid the hassle of an unexpected event.

    c) Providing any form of assistance and guidance if a group member is facing difficulties due to an unexpected event.

4. Communication and meeting schedule:
    a) Using Discord for text communications. Discord or Zoom for online meetings. Meeting on campus and in class for in-person meetings.

    b) Schedule in-person meetings when needed on either Monday, Tuesday, Wednesday, or Thursday depending on each group's member availability. Otherwise, schedule an online meeting when needed on either Friday or the weekend.

5. Project management:
    a) For managing documents and presentations, we will use Google Docs and Slides. For the specific agile management online tool, we will use a Kanban board through Trello ([Link]). Lastly, for any form of source code, we will use GitHub.