**. Project Kick-off Meeting:**

* **Objective:** Introduce the project, discuss its goals, scope, and the role of each team member.
* **Agenda:**
  + Overview of the school management application.
  + Roles and responsibilities of each team member.
  + Timeline and milestones.
  + Communication channels and tools.

**2. Regular Team Meetings:**

* **Frequency:** Weekly or as needed.
* **Agenda:**
  + Progress updates from each team member.
  + Challenges and roadblocks.
  + Discussion of upcoming tasks.
  + Coordination of efforts.

**3. Task Management:**

* **Tool:** Use a project management tool (e.g., Salesforce Agile Accelerator, Jira, Trello).
* **Details:**
  + Break down the project into tasks and subtasks.
  + Assign tasks to team members based on their expertise.
  + Set due dates and priorities.

**4. Communication Channels:**

* **Email:** For formal communication and document sharing.
* **Chat (e.g., Slack, Microsoft Teams):** Quick updates and discussions.
* **Video Conferencing (e.g., Zoom):** Regular meetings and discussions on complex topics.

**5. Documentation:**

* **Google Docs, Confluence, or Salesforce Wiki:**
  + Keep documentation centralized and accessible.
  + Document design decisions, configurations, and code.

**6. Code Repository:**

* **Version Control (e.g., Git):**
  + Maintain a central code repository.
  + Clearly document code changes.
  + Use branches for feature development.

**7. Testing and Quality Assurance:**

* **Testing Plan:**
  + Clearly define testing criteria.
  + Assign testing responsibilities to team members.
  + Regular testing cycles.

**8. Feedback Loops:**

* **Regular Demos:**
  + Showcase progress to stakeholders.
  + Gather feedback for improvements.

**9. Issue Resolution:**

* **Escalation Plan:**
  + Define a process for addressing conflicts or roadblocks.
  + Escalation to higher management if necessary.

**10. Retrospectives:**

* **Frequency:** At the end of each major phase or milestone.
* **Purpose:** Reflect on what worked well, what could be improved, and how to implement those improvements in the next phase.