**1. Meeting Norms**

**• Standups twice a week**: Everyone must attend, share (1) what they finished, (2) what they plan next, and (3) blockers.

**• Be on time**: Respect each other’s schedules, keep meetings short (10–15 minutes max).

**• Recording meetings**: Every standup must be recorded for later summarization.

**2. Communication Norms**

**• Primary communication channel** (Slack, Discord, GroupMe, etc.).

**• Response time**: Reply within 24 hours to messages.

**• Respectful tone**: Disagree with ideas, not people; no dismissive language.

**• Raise blockers early**: Don’t wait until integration; speak up immediately.

**3. Work & Contribution Norms**

**• Equal contribution expected**: Everyone is responsible for meaningful code, documentation, and review.

**• Accountability**: If you commit to a task, deliver on time. If you can’t, notify the team early.

**• Integration mindset**: Don’t work in silos—coordinate before changing shared files (like Database.java or Model.java).

**• Code reviews**: At least one peer review before code is merged.

**4. Conflict Resolution Norms**

**• Assume good intent**: Problems are about code/process, not the person.

**• Resolve quickly**: If disagreement continues, escalate to full team discussion, then to the instructor if needed.

**• Major decisions by consensus**: If consensus isn’t possible, majority vote.

**5. Quality Norms**

**• Input validation**: Follow best practices chosen from HW1; helper methods must be shared.

**• Documentation**: Every method/class must have comments.

**• Consistency**: Follow a common style (naming conventions, indentation, commenting).

**• Testing**: Run locally before pushing; test edge cases (e.g., invalid login).

**6. Submission & Verification Norms**

**• ZIP package check**: Each member must download and run the final TP1 ZIP to verify it works before submission.

**• Canvas submission check**: Each member verifies the submission went through.

**• No last-minute rush**: Aim for code freeze at least 24 hours before the deadline.

**7. Professionalism Norms**

**• Respect deadlines**: Don’t block the team by delaying.

**• Be open to feedback**: Take critique constructively.

**• Shared responsibility**: Everyone must present in screencasts and sign the final PDF.

**8. Signatures**

• At the end of the PDF, leave space for each team member’s name, ASURITE ID, and signature/date.