## **Roles & Responsibilities**

* **Scrum Master**: Facilitate meetings, remove issues, ensure the team follows Scrum practices.
* **Development Team**: Plan, build, test, and features. Help build Sprint plans.

## **Communication Guidelines**

* **Channels**:  
  + **Discord/Zoom**: Synchronous chat for daily stand-ups (Monday, Wednesday, Saturday).
  + **iMessage**: Asynchronous for offline questions.
* **Response Time**:  
  + Aim to respond ASAP, especially to unblock progress.
  + Personal responsibilities outside the project are understood as well
* **Status Updates**:  
  + Post brief text updates in group chats during non-meeting times
  + Report blockers immediately via group chat if stand-up is not imminent.

## **Meetings**

* **Daily Stand-up** (Mon/Wed/Sat):  
  + Time: ~15 minutes.
  + Each member answers:  
    1. What I did yesterday
    2. What I plan to do today
    3. Any problems I ran into

## **Definition of Done (DoD)**

A task is considered Done when the following is met:

1. Code is fully manually unit tested and deployed to the target environment.
2. Peer review occurs if any issues surfaced; after fixes, code is merged.
3. Documentation is updated as needed.
4. Functionality can be demoed successfully.

## **Style Guide**

* **Indentation**: Use normal tabbing/spacing procedures
* **Comments**:  
  + Use single-line // comments for in-line explanations.
  + Add header comments at the top of each file describing its purpose.
* **Naming**: Follow camel casing naming convention for functions, variables, and class names