* Team member names
  + Daniel Dougherty, Daniel Estrada, Dhruv Patel, Luong Dung
* Meeting cadence (with and without instructor)
  + With: Tuesday, 6PM
  + Without Thursday, 6PM
* Preferred contact method
  + MS Teams
* File sharing system to be used
  + MS Teams
* Communication platform(s) to be used
  + MS Teams
* Communication and response expectations
  + Teams should be checked at a minimum of once a day, to assure nothing is missed