Availability for meeting expectations  
2. Response time to communication expectations  
3. Definition of done: when is a task complete? (hint: "I'm done with that but I didn't check it  
in to github" is not done.)  
4. Scrum meeting format/frequency and distribution of documentation tasks (meeting  
minutes, updating task board)  
5. Procedure for adopting policies (e.g. code style, code check-in steps, documentation  
updates)  
6. if you adopt such a policy during the initial meeting, put it here  
7. Procedure for handling a member who is not meeting expectations  
8. must include at least 3 actions before involving the instructor  
9. Signatures: each member must sign their name by typing their name at the bottom of the  
document.