1. Availability for meeting expectations: At least one meeting per week, entailing an hour or less of actual meeting time, either in person or on discord.

2. Response time to communication expectations: Group members should respond to messages within 24 hours except on weekends.

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.): When a task has been declared “done” by a group member and has been reviewed by at least one other group member.

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. If a group member fails to communicate with the group,

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.