

## 1. Methods of Communication

- **Primary:** discord for discussions.
- **Secondary:** Email for sharing documents.
- **Emergency:** whatsapp text if urgent matters arise.

## 2. Communication Response Times

- **Email:** Response within 24 hours.
- **discord:** Response within 24 hours .
- **Whatsapp text:** Immediate response within 2 hours if marked as urgent.

## 3. Meeting Attendance

- **Meeting Frequency:** Once in a week, or as needed depending on deadlines.
- **Mandatory Attendance:** All team members are required to attend unless excused in advance.
- **Notifying Absence:** Notify at least 24 hours in advance if unable to attend.

## 4. Running Meetings

- **Format:** Online meetings via Zoom, with in-person if agreed upon.
- **Time:** 1 hour for regular meetings, extended for major deadlines.
- **Minutes:** One team member will rotate as the note-taker, summarising key points and action items after each meeting.

## 5. Meeting Preparation

- **Preparation:** Review agenda and any assigned tasks before the meeting.
- **Deliverables:** Come prepared with updates on individual tasks.

## 6. Version Control

- **Tool:** Use GitHub for version control.
- **Commit Frequency:** Commit after every significant change on whatsapp.
- **Commit Messages:** Should be descriptive, explaining what was changed and why.
- **Avoid Committing:** Incomplete work unless it's pushed to a separate branch.

## 7. Division of Work

- **Division:** Tasks will be divided collectively based on each team member's strengths and their availability .
- **Adjustments:** Reassignments will be made as needed if workloads become imbalanced keeping fairness in mind .

## 8. Submitting Assignments

- **Submission Review:** One designated team member will compile and submit the final assignment.
- **Review Process** All members will review the submission 24 hours before the due date to ensure quality.
- **Deadline:** Submission will be made at least 6 hours before the official deadline.

## 9. Contingency Planning

- **Team Member Drops Out:** Remaining team members will inform the instructor immediately and reorganise task distribution.
- **Missed Meetings:** If a member consistently misses meetings without notice, the team will contact the instructor to address the issue.
- **Academic Dishonesty:** If a team member is suspected of academic dishonesty, the team will notify the instructor and document any concerns to avoid escalation.

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