

Main Communication: Discord (chat, call)

Backup Communication: Email

Timeliness of Replies:

- By the end of the day. Everyone should check discord before they go to bed.
- Only use @everyone if an issue arises and you need immediate assistance.
- Give a heads up BEFORE going to work on any code or work that other team members could be working on.
- Give a heads up AFTER you are done working on it so other team members know you are done.
- If someone asks a question, anyone can answer it.
- If someone(s) is missing from the meetings we will update the discord chat with any important, or relevant information that is needed for the people(s) that were missing during the meeting.

Regular Meeting Times:

- Thursdays 5:00pm-6:00pm
- Sundays 2:00pm-3:00pm

Synchronous Working Time Slots:

- Thursdays 12:30 (30mins)
- Tuesdays 3:00pm (30mins)