

**Main Communication:** Discord (chat, call)

**Backup Communication:** Email

**\*If you are going to be late to a meeting, or absent, let the team members know beforehand.\*** (Discord Chat, 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)