**Team Guidelines for ToI**

**1. Methods of Communication:**

* All communication will be done exclusively through **Discord**.
* Dedicated channels will be created for general updates, task-specific discussions, and meetings.
* Use Discord’s **@mentions** for urgent or time-sensitive messages to ensure visibility.

**2. Communication Response Times:**

* **Discord messages**: respond within 3 hours during working hours (9 AM - 6 PM).
* Use Discord’s **status indicators** (e.g., Online, Do Not Disturb) to signal availability to other members.

**3. Meeting Attendance:**

* Weekly **progress meetings on Mondays at 6 PM** on Discord (attendance required).
* Additional meetings can be scheduled as needed, with advance notice of at least 48 hours.
* All team members are expected to attend unless they have notified the team in advance with a valid reason.

**4. Running Meetings:**

* Meetings will be held via **Discord voice channels** unless otherwise specified.
* The **meeting host** will rotate weekly, ensuring shared responsibility.
* The host is responsible for preparing an agenda and sharing it on the designated Discord channel 24 hours before the meeting.
* A designated **note-taker** will document key points, action items, and deadlines in the meeting notes channel.

**5. Meeting Preparation:**

* Each member should review previous meeting notes on Discord and complete assigned tasks before the meeting.
* Members should prepare updates on their tasks and any questions or discussion points.

**6. Version Control:**

* **GitHub** will be used for version control.
* Commit all changes with descriptive log messages (e.g., "Added web scraping feature for search results").
* **Avoid committing** incomplete or experimental code to the main branch. Use feature branches for ongoing work.
* Weekly code reviews on Fridays to ensure code quality.

**7. Division of Work:**

* Work will be divided based on individual skills and preferences, with all assignments discussed and agreed upon as a team.
* Major tasks will be assigned fairly; team members can request specific tasks if interested.
* Members should communicate on Discord if they face challenges with their assignments.

**8. Submitting Assignments:**

* Final submission will be reviewed and approved by all team members 24 hours before the due date.
* **One member** will be responsible for submitting the final version, as agreed by the team.
* All members should review the submission to ensure completeness, accuracy, and formatting.

**9. Contingency Planning:**

* If a team member consistently fails to complete tasks or drops out, the team will notify the instructor for guidance.
* If a team member misses two consecutive meetings without notification, they will have a follow-up discussion with the team and the instructor if needed.
* Any instances of **academic dishonesty** will be addressed promptly with the instructor.

**We accept these guidelines and intend to fulfill them (sign below):  
Harman Goraya**

**Jordi Nakahara**