Team Principles

Communication:
- Team members will mainly communicate using a private slack channel: #custos.
- We will host meetings on Zoom/Google Hangouts.
- The purpose of this channel will be to confirm meetings, handle assignment questions and remind people to complete tasks.
- The group will strive to facilitate an inclusive culture by encouraging input from all team members during discussions and actively seek input from all prior to making critical decisions.
- We expect important questions to be acknowledged by using thumbs up/down reaction as a minimum, preferably with a written reply as a thread.
- We expect consistent activity within the group with everyone checking the messages at least once a day on weekdays. If a member will be unavailable for an extended period of time, they must inform the group prior so we are able to adjust if necessary.
- **Emergencies**: In case of emergency, we all are in a group on whatsapp in order to quickly communicate with one another.
- Our primary goal with these expectations for communications is to promote a positive, cohesive, blameless culture within our group.

Meetings:
- We will hold regular meetings for our team members over Zoom or Google Hangouts.
- An agenda will be created before each meeting to facilitate effective discussion about upcoming tasks.
- Meeting minutes will be taken at every meeting to ensure that all members are aware of next steps and what was discussed.
- Members are responsible for attending the team meetings. If you are unable to attend a regularly scheduled meeting, you are responsible for informing the rest of the team beforehand and reading the meeting minutes and reviewing the discussion. You are also responsible for reaching out to the rest of the team in case there is confusion regarding a discussion topic.

Work:

- We are all there to support each other on the work involved for this course.
- We will delegate work based on everyone's strengths and interests to increase productivity and overall satisfaction with work. We will also distribute work as evenly as possible in terms of workload during our meetings. This delegated work will be recorded on github issues.
- If unforeseen issues arise or work is more complicated or tedious than initially planned, members are expected to inform the team and reach out for help
- Assigned work will be expected to be complete within the agreed upon internal milestone dates. This will allow for additional review and discussion time (using pull requests and issues). We highly discourage last minute submission of work since it would be difficult to do this.
- We will follow a general agile framework with scrum and sprint philosophies at its core

Work Delegation:
- The following are not hard assignments of tasks, but areas in which team members will primarily focus.
- Labib will focus on the web/app development portion of this product due to his experience in this field
- Conor will focus on the machine learning aspect of the product
- Hillary will also focus on the machine learning and data science aspect of the product as well as product management
- Devin will also focus on the machine learning aspect of the product as well as help with managing the team
- Alison will be responsible for team planning and management due to her expertise in organization

Other issues:

- We cannot foresee every kind of issue that might arise; however, the team is committed to coming up with a plan to overcome roadblocks of any kind through open communication on how to handle the issue.