Team Name: '); DROP TABLE Teams;--

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| --- | --- | --- | --- | --- |
| Communication | Purpose | Medium | Frequency | Audience |
| Status Updates + Meetings | General communication, delegating tasks, brainstorming | Discord (Chat, voice calls, and screen sharing) | Weekly  (Tu, 7:30PM) | The entire team |
| Code Sharing | To collaborate and share source code | Github | As needed | The entire team |
| Collaborating on documents | To do real-time collaboration on non-code assignments or setup ideas | Google Docs | As needed | The entire team |
| Emergency call for action | To meet in case anything really important comes up | In person | As needed | The entire team (that's not sick) |