1. Communication
    a. No regularly scheduled meetings, but consistent communication via discord group to keep group members up to date. If meeting is necessary, will schedule at earliest convenience time for all members; probably meet over discord voice channel.
    b. Contact through discord, respond within 12 hours preferably, unless otherwise noted. Exclude holidays.
    c. Be respectful of members contributions, but if there is a problem address it in a reasonable and appropriate manner.
2. Collaboration
    a. We will divvy up the work according to people's experience and skillset. If something unforeseen occurs, we will collaborate to resolve the issue in a timely manner. Depending on teammates' workload for other classes and their availability, extra work in a reasonable distribution, will be allocated to those with more free time. If anyone is particularly interested in a specific portion of the project, they are allowed control over its development.
    b. For the sake of the team, practice good commenting and, if not possible, be sure to be available to add clarity if any other members have confusion.
    c. <u>Practice good git behavior.</u> Remind members to pull when necessary to avoid conflicts. New branches for new/different components. If desired, assign/require master-merge approvals from other branches. Apply meaningful commit messages and commit often. Don't leave things uncommitted/unpushed, causing conflicts later.
    d. Expected to spend ~5hrs/week, though during Thanksgiving break this time commitment is not expected, though it is welcome. Give proper notification to team members ahead of time if any other time conflicts arise. If you know a time period will be hectic and time to work on the project is limited, attempt to rearrange other commitments to make time for project.
    e. If there are disagreements, team members are expected to act in a rational, respectable way; outside members should do their best to mediate the situation. If a team member has not accomplished their task, ping them and remind them/see what they are doing. If this continues, remind them of their expectation and time commitment. The issue where a member is habitually late may not be a regular occurrence, but if it is, a similar process will be followed: gentle reminder followed by a heavier reminder. If this behavior continues indefinitely, course staff may be notified.