

1. Teams for communication - must reply within 24 hours Mon - Fri
 - a. Will be used for stand up - just a message on what you are working on, if you need help, and what you are hoping to accomplish by end of week
 - i. Communicate any class tests/projects deadlines before hand
 - b. Or we could have 15 minute standup every other day regarding sprint updates
2. Document anything you need help with and we'll help you out as a team
3. Cleaning up existing code base before pushing new changes
 - a. Comment your code please, need to know the parameter for the functions & what the function is doing
 - b. Push small changes, don't change 100+ lines and then push
4. Code Reviews - (Days to be decided)
 - a. Share a document which we will take notes w/ and use this for the weekly checkins with the professor
5. The two people in conflict should have a meeting to discuss the conflict in a professional manner, without attacks, genuine feedback and reasoning. If things need to escalate they should then get others in the group involved to plead a case and get things resolved before involving the professor.
 - a. No personal attacks - please keep it professional
 - i. As mentioned in class use logic not emotions when dealing with conflict
6. Code written by AI needs to be reviewed by team before integration