



Team Controller
Northern Arizona University
Flagstaff, Arizona
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The team will meet at least once a week on Mondays from 5:30 - 7 PM on Discord. This will both serve as a sprint planning meeting as well as a general purpose discussion meeting. Additionally, the team will meet every other Friday to facilitate an issue refinement session. The team will also attend two weekly meetings, Tuesday 9 - 10 AM to meet with the clients, and Wednesdays 12:30 - 1:30 PM with the mentor. Additional time is set aside after the mentor meetings on Wednesday if required. The team will participate in 2 week sprints. Daily check-ins will be facilitated through a separate Discord channel, where team members will report their progress on their assigned tasks in a text-based channel for time efficiency. Each message sent by a team member will consist of three things:

1. What the team member has been working on.
2. What they plan to accomplish today.
3. What problems they are currently facing.

The team will use Discord as an internal communication, with Email used with the mentor and clients. If an impromptu/emergency meeting needs to occur, the team member who requests it will send a message inside the main chat in discord and all team members who can join should.

The team has established Wednesday from 12:30 to 1:30 PM as a primary meeting time with the mentor. Meetings will consist of weekly updates on what each team member has done via the task report spreadsheet. Below is a screenshot of the team's github commit stats, as requested by the mentor.

