Team Communication Expectations

This section discusses the agreed-upon plan for team meetings:

- Meeting Times: A set time for meetings that every team member commits to.
  - Client - Tuesday 6 pm (zoom meeting)
  - Mentor - Friday 2pm, will work with Brian on days we have class (3rd floor SICCS)
  - Internal - Following Mentor meetings via zoom
  - In the case of an impromptu meeting we will message each other and meet at the first available time for the majority of group members.

- Agenda Structure: A structure for organizing meeting time:
  - Internal Meetings:
    - 2 minute minimum report from each at the beginning
    - 20 minute minimum discussion
    - 15 minute minimum "looking forward"
    - Final overview of meeting and weekly events
  - Client Meetings:
    - Bring a list of questions to ask at the end of our discussion.
    - Bring the work for the week for feedback at the end of our discussion.
    - Follow the client's lead and address new questions as they arise.

- Minutes: Processes regarding meeting minutes, such as the format of weekly meeting minutes and distribution methods.
    - Nolan will record the meeting minutes and upload them into the google drive. Formatted with title, place and time, present members, notes, questions.

- Decision-Making Process:
    - When a disagreement arises we will put it into a vote and in the case it is 50/50 Sam has final say over the decision.

- Attendance: Rules governing each team member's attendance, and rules for handling missed meetings or tardiness.

- Client/mentor meetings are mandatory unless extreme circumstances with prior notice to the group mates and clients/mentor
- Internal meeting attendance is to be determined on a weekly basis based on what is currently being worked on and circumstances.

- Conduct: Rules that govern conduct during meetings:
  - Keep communication open and immediate.
  - Express concerns immediately.
  - Escalation of disciplinary action: Talk about issues via messaging -> meeting -> mentor meeting -> capstone organizer