



Communication Strategy

To:	Mohamed M. Elwakil
From:	Team W.A.T.E.R
Date:	January 23, 2017
Re:	Capstone team communication strategy

The purpose of this memo is to layout the expectations for team communication throughout the upcoming spring semester. This includes meeting times and methods of communication with our mentor, fellow team members, and our clients at Choice Hotels International.

Communication:

Throughout the next semester we plan on the continued use of our team's Slack. This form of communication seemed to work very well in the fall semester. Each team member is expected to check Slack at least once a day and reply to any messages within 12-24 hours (with a more variable grace period for extenuating circumstances).

Mentor Meetings:

We plan on having consistent weekly meetings with our mentor, Professor Mohamed Elwakil, every Wednesday at noon. These meetings will be held at Elwakil's office, located in the Engineering building. At every meeting we will present a progress report, consisting of the Week number, Meeting date, Number of times the team had met during the past week, Past week achievements, and Plans for the upcoming week. This will be taken care of via a written document, but we will transition to also using Slack for communication and Rally for task planning so that the organization is centralized for all parties to see.

Team Meetings:

Every Friday morning Team W.A.T.E.R will meet in-person at the home of a team member. The purpose of these meetings is to prepare for the consequent Sponsor/Client Meetings. We want to ensure the video meetings are consistent with the purpose and fluid with prepared, professional content. Extra meetings may be planned as needed.

Sponsor/Client Meetings:

These meetings are held every Friday morning after our team meetings. This particular meeting is comprised of: update status, questions, and future development. This is where we ensure that team WATER and Choice are on the same page and plan future development to facilitate that.