

# Memo

**To:** Dr. James Palmer  
**From:** Hayden Aupperle, Jarid Bredemeier, Charles Duso  
**cc:** Dr. Eck Doerry  
**Date:** January 29, 2017  
**Re:** Communication strategy

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## **Introduction/Purpose**

This memo serves as documentation of our intended communication strategies, including methods of communication, scheduled in-person meetings, and expectations.

## **Team Communication Strategy**

Proceeding our initial meeting on January 24, 2017; we devised a complete communication strategy.

In-person meetings will occur every Monday and Wednesday at 2:00 PM until 4:00 PM. Additional in-person meetings are likely to occur and will be set as needed.

Our methods of communication will be through email, text message, and Slack group – with Slack being the priority method. Teammates are expected to respond within 24 hours on weekdays, and 48 hours on weekends.

## **Mentor Communication Strategy**

As discussed in our meeting on January 24, 2016; meetings with our mentor will occur on Tuesdays at 1:00 PM. During our meetings, we will discuss our current progress for the final product and any ongoing tasks related to the project.