

# Communication Report

1/24/2018



## **Project**

Tailored Tutoring Business Portal  
Robert Lokken

## **Mentor**

Ana Paula C. Steinmacher

## **Team**

Alex Kahn  
Jesus Garcia  
Taylor Walker  
Tyler Mitchell

## **Team Communication Strategy**

### **Weekly Meeting Time:**

Our weekly meeting time will be Mondays at 6:00pm, or immediately following our weekly Client meeting if it were to end early. We will be holding our meetings in the same room each week, either EGR Rm 104a or SICCS Rm 217 depending on that week's need.

### **Communication Tools:**

The tools for communication our team uses is Facebook Messenger. Each team member has an existing account and we have created a chat group so that we can easily communicate with each other. We have used this during the Fall 2017 semester and will continue to utilize it.

To manage our project tasks and communicate each week's work, we will be employing Git Issue Management, by adding an issue each time we have a new task to implement, and then it will be claimed/assigned to a team member at each team meeting, which will need to be completed or worked on by or before each week's meetings on Monday.

### **On-Demand Meeting Rules:**

For on-demand meetings in the event of an emergency, we will call meetings when needed, have four hours to respond to the meeting request, and then will have the meeting six hours following the meeting request at the disclosed location. This section is intentionally left vague to ensure we have a sufficient amount of flexibility to respond to a given emergency.

## **Mentor Communication Strategy**

### **Weekly Meeting Time:**

Our team will meet weekly with our mentor on Mondays, at 4:00pm, in either EGR Rm 104a, or SICCS Rm 217, location will be decided on a week-by-week basis.

### **Mentor Meeting Requirements:**

Each week, we will bring a completed Task Report to our meeting for the mentor to review our work completed so far. This will include completed deliverables and tasks for class, and completed or in-progress tasks specific to our project.