



ECoders

Communication Memo

Summarizes our communication strategy and mentor expectations for the next semester

Date: January 23, 2019 | To: Ana Steinmacher | From: Ecoders | Subject: Communication Strategy for 2019

Team Meeting

Monday, 9:00 am

Cline Library

Mentor Meeting

Wednesday, 10:00 am

SICCS, Room 227

Impromptu Meeting Guidelines

An impromptu meeting can be called at anytime there are no classes or work hours, viewable on the [Weekly Schedule 2019](#) document. Calls for a meeting will be sent out by SMS and/or Discord, where an appropriate time will be negotiated and settled. A response to the SMS and/or Discord message should be had within the hour, a definitive yes or no answer should be had within two hours.

Impromptu meetings will take place on Discord or in person at the Cline Library after STA 371. Meeting minutes will be kept track on a Google Doc by any volunteer team member.

Weekly Newsletter

We will also be continuing with sending out a weekly newsletter to our clients and the development team to keep everyone in the loop regarding the current status of the project.

Mentor Expectations

Task Report

- Akin to last semester, it will contain the completed, doing, and will do tasks with the percentage done and contributed

Gantt Chart

- Visually displaying the tasks left to do throughout the semester, an updated Gantt Chart will be presented each meeting

Bitbucket Commit Statistics

- A brief report on the number of commits and line additions/removals for each team member