

# **TLDWorkerBee**



Team: Austen Christensen, Morgan Lovato, Wei Song  
Sponsor: Harlan Mitchell - Honeywell  
Mentor: Austin Sanders

## **Communication Strategy Memo**

January 23, 2019

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**To:** Austin Sanders

**From:** Austen Christensen, Morgan Lovato, Wei Song

**Date:** January 23, 2019

**Subject:** CS 486 TLD Worker Bee Communication Strategies

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### **Weekly Team Meeting**

Our team will meet weekly on Tuesdays at 3:30pm in the SICCS building. We will have secondary meetings on Thursdays during our scheduled capstone time if deemed necessary by the team at Tuesday's meeting.

### **Weekly Mentor Meeting**

Our team will meet weekly with our mentor, Austin, on Tuesdays at 4:00pm in the SICCS building. We will come prepared with a printed weekly Task Report.

### **Team Communication Tools and Expectations**

Our team will communicate through our already created WhatsApp group. The team lead can call impromptu meetings through messaging in this group. All team members are expected to read/reply within 24 hours (reading without replying is the same as agreeing). Team members must reply if a question requiring input is asked.