Team Andromeda

Communications Strategy Memo

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Clients - Dr. Audrey Thirouin and Dr. Will Grundy
Mentor - Isaac Shaffer
Members - Matthew Amato-Yarbrough, Batai Finley, Bradley Kukuk, John Jacobelli and Jessica Smith

Introduction

The purpose of this document is to detail the communication that our team will be using for the rest of the semester with focus on team meetings. Team meetings serve as a strong mechanism for team cohesion, collaboration and trust-maintenance. Mentor meetings give the team a chance to report of team progress over the last week: tasks completed, tasks currently in progress, upcoming tasks that the team is aware of, and any questions that may have risen throughout the week. Below we will outline our team's communications strategy for the team itself, our mentor, and our clients for the semester.

Specifics

To ensure the utmost success for our project, we created a communication strategy. This strategy consists of emphasizing team communication and setting a fixed weekly mentor meeting. The table below describes this strategy in detail.

	Team Meeting	Mentor Meeting	Client Meeting	Impromptu Meeting
Time	• Tuesdays at 1pm • Fridays at 2:30pm (if no Capstone) • Sundays at 11:30am (if Capstone)	• Wednesdays 8am to 9am	• Flexible	• Discord
Place	• Library/Engineering	• SICCS	• Lowell/NAU	• Online
Duration	• 2 hours	• 1(+) hour	• 2 hours	• As needed
Medium	• In person	• In person	• In person	• Discord voice chat
Expected before/during/after	• Bring questions, update team with task percentages, email client/mentor	• Task report	• Questions, updates	• Preparation to aid in the discussion

Conclusion

The details of our communication strategy encompass the remainder of the semester. The meetings with our team, mentor, and clients will upkeep our team's cohesion, ensuring the most robust solution for our clients. As our semester progresses, we will update this strategy as our team sees fit. Altogether, we are excited to continue to work with our clients and provide them with the best solution possible.