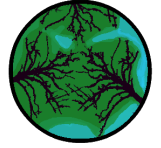


23-January-2020



To: Scooter Nowak

From: Canopy (Team 11)

## Team Communication Strategy

### Background

The goal of this document is to summarize our team's communication strategy for the Spring 2020 semester in order to stay organized and in control of the project demands.

### Team Communication

Our team will meet in person twice weekly in the Engineering building:

*Mondays: 5:30pm - 6:30pm*

*Fridays: 1:30pm - 2:30pm*

We will reschedule Friday meetings for the Fridays we are scheduled for presentations in class. Meetings may end sooner or later than the time specified, depending on the tasks at hand. We will continue to use Slack as our primary form of communication outside of our twice-weekly meetings. Slack is expected to be checked and messages responded to at least once daily in the late afternoon or evening. If someone is unable to make a meeting, it is preferable that they are available on Slack during that time.

In the case of an emergency, we will request a meeting using text and the @channel tag on Slack to notify the others. If the meeting is called the same day, it must be called at least one hour before the scheduled meeting time. It is not expected that everyone can make an emergency meeting. Texts should be responded to within two to three hours if the original text is sent within in the time frame of 9:00am to 10:00pm.

### Mentor Meetings

Mentor meetings are scheduled once weekly in the Engineering building:

*Tuesdays: 3:00pm - 4:00pm*

We have determined at our January 21st mentor meeting that we will each individually discuss our previous week's progress and our expected tasks and plans for the upcoming week. These

progress reports should be mirrored on the weekly reports in the form of detailed individual tasks, which are to be given to Scooter at the beginning of the meeting. Each person should have at least one task assigned in both the “Completed” and “This week’s tasks” sections of the weekly report.

### **Closing**

With the expectations for team communication laid out, we should remain in command of our project and complete our sponsor’s requirements by the end of the Spring 2020 semester.