<u>**Team Communication Strategy**</u>
1/20/2020
DigiTool Inc.

Project Sponsor: Xi Zhou
Team Faculty Mentor: Fabio Santos

Team Members

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Team Meetings - Our team plans to have meetings every Thursday at 1 pm in the Cline library. More weekly team meetings will be scheduled if necessary.

Communication - Discord will be our primary way to communicate with each other. An SMS group chat will be an alternative if needed, but Discord has been working just fine. Impromptu meetings will be made 1 day in advance at the latest and everyone will have 2 hours at the latest to reply to messages unless they have work, sports, etc.

Weekly Mentor Meeting - Our team plans to meet with our mentor every Tuesday from 1-2 pm in the Cline library. The room will vary each week. We will give our mentor a task report which contains tasks completed from each person as well as planned tasks and commit statistics after the 2nd week of school. The commit statistics will be from GitHub. The day before our task report or any assignment is due, our team lead will check to see if everyone has finished their tasks / assignments or not. Those results will then be recorded in our weekly task report.