

Team GNomes

Memorandum

DATE: January 21st 2020

TO: Mahsa Keshavarz

FROM: Team GNomes – Jacob Christiansen (team lead), Allen Clarke, John Jackson, Yuanyuan Fu

SUBJECT: Communication Strategy

This semester, we are increasing the amount of communication both internally and externally.

In addition to our weekly two-hour team meeting, we will break into two subgroups that will each hold a weekly one-hour meeting. We will continue to use Slack for online direct messaging, and at the end of each day we will log on to Slack and report what we worked on for that day.

For external communication, we will meet once a week with both our mentor and our client. Additionally, we will communicate through email both for clarification and for help with assignments. To keep our client informed of our progress each week, we will write a summary paper for them at the end of each meeting. Finally, we have shared with our client a Google Docs journal to keep him informed of what we are working on and to pose any questions we have.

Below is a breakdown of each strategy.

Internal Communication:

1. Team meetings
 - a. Entire team: 2:20 – 4:50pm Friday @ HLC
 - b. Subteam 1 (Jacob and John): 2:30 – 3:30pm Wednesday @ Cline Library
 - c. Subteam 2 (Allen and Yuanyuan): 5:00 – 6:00pm Tuesday @ Cline Library
2. Online
 - a. Slack instant messaging for daily communication
 - b. Slack instant messaging for daily report

External Communication:

1. Client
 - a. Weekly meeting: 12:30 – 1:00pm Tuesday @ SICCS 210
 - b. Google Docs journal
 - c. Weekly meeting summary report
2. Mentor
 - a. Weekly meeting: 6:00 – 6:30pm Tuesday @ SICCS
3. Email

- a. Email for clarification or questions between meeting.