Team Comm Strategy

Geo Learn

1/21/2020



Mentor: Fabio Santos

Sponser: Dr. Chris Doughty

Team members: Samuel Prasse (lead), Kaitlyn Grubb,

Tyler Pehringer, Joshus Tenakhongva

**Mentor Meeting**

Tuesday’s at 2pm in Cline Library. Room is communicated prior to meeting. This meeting time was discussed and scheduled with Fabio the first week of the semester and will be maintained throughout the semester unless otherwise communicated. Weekly task reports will be turned into Fabio detailing information that we have been working on and will be working on in the coming weeks. The team will be utilizing the RUP (rational unified process) and WBS (work breakdown structure) in these reports.

**Sponsor Meeting**

Thursday’s at 1:45pm in the SICCS building in Dr. Doughty’s lab space. These meetings will help both parties understand the process of the project and to gain information to help with development.

**Team Meeting**

Tuesday afternoons after the meeting with Fabio. Thursday afternoons after the meeting with Dr. Doughty.

**Emergency Meeting**

Emergency meetings can be called at any time. We will be on call on Monday nights and weekend nights for emergency work. Response time is expected to be under 30 minutes when emergency meetings are called.