Communication Strategy Memo

Date: January 21, 2020
Team Name: IntelliChirp
Project Sponsors: Colin Quinn and Patrick Burns
Team's Faculty Member: Fabio Santos
Team Members: Steven Enriquez, Michael Ewers, Joshua Kruse, Zhenyu Lei

1. **Team Communication Strategy**

   a. Mandatory Weekly Team Meeting: Tuesdays from 11:00-11:30pm.
   This mandatory meeting will be used for planning coding tasks.

   b. Additional Weekly Team Meeting: Fridays from 12:30-1:30pm.
   This meeting will be used for pair programming, finalizing implementations, and integrating tasks.

   c. Client Meetings: Every other Wednesday from 10:20-11:20am.

   d. Communication Strategies/Tools: Messages sent before 1pm over Slack require a response during the same day. Any message sent after 1pm over Slack will require a response by the end of the next day.

   e. Expectations for calling impromptu meetings: Our team has a mandatory Tuesday meeting every week. We will also be meeting every available Friday. This additional Friday meeting should suffice for any additional time the team needs. If an additional last second meeting is called, we will be considerate of any team members schedule if someone is not able to join. Scheduling an additional impromptu meeting will be done via Slack, and each team member will state if they can attend the meeting. If a team member states he can attend, the team expects them to be present.

2. **Fixed Weekly Mentor Meeting**

   a. Mentor Meeting: Tuesdays from 11:30-12:30pm.

   b. Mentor Expectations for team IntelliChirp:
   Our mentor will require us to have a detailed task report. This tasks will consist of each specific code implementation that is needed to be completed and the overall module that each task is associated with. We will also be showing our mentor our GitHub commit statistics during each mentor meeting to show the progress that each member made.