F1/10 YellowTails

Memorandum

DATE: 22 January 2020

TO: Isaac Shaffer

FROM: F1/10 Yellowtails

SUBJECT: Meeting Schedule and Communication Strategy

The purpose of this memorandum is to inform you of the meeting schedule and communication strategy to be implemented by the F1/10 Yellowtails team for the Spring 2020 semester. Please see Figure 1 below for a quick reference to the F1/10 Yellowtails' scheduled meetings for the Spring 2020 semester. This chart describes the type of meetings, frequency of occurrence of each meeting, starting time of each meeting, and location of each meeting. Further, this memorandum details communication strategies including impromptu meetings, communications methods, and mentor expectations.

Meeting Time Reference Chart	Team Meeting	Mentor Meeting	Client Meeting
Frequency	**Weekly**	**Weekly**	**Weekly**
Time	**MON 9:00AM**	**WED 9:00AM**	**FRI 1:00 PM**
Location	**SICCS**	**SICCS**	**SICCS**

Fig. 1: Meeting Time Reference Chart describing frequency, time, and location of each meeting.

Impromptu Meetings
Impromptu Meetings can only be held 24 hours after initial request and confirmation by at least 2 team members. The impromptu meeting will then be held either virtually through Discord or in-person at NAU. Requests for impromptu meetings are to be requested no later than 5pm on any given day.

Communication Methods
Our primary methods for communication will be Discord, text, and email. Any contact with our mentor or clients will be done via email. All emails to our mentor or clients will include, via google's CC application, all team members. Each team member is expected to check all modes of communication daily and to respond to requests of communication from other team members in a timely manner (up to 24 hours from initial request). Additionally, each team member is

required to give a 24 hours notice of upcoming absences to any and all team events including but not limited to team, client, and mentor meetings.

Mentor Expectations

Each meeting with our mentor will have a detailed task report stating previously completed tasks, current tasks and their respective progress, and future tasks. Also with the task report we are going to show the progress we have made. We will also show how the statistics of the number of commits that are being submitted.