Communication Strategy Memo

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Introduction

This document aims to provide information about Team Biosphere's communication strategy and expectations with regards to the Spring 2021 semester.

Team Communication Strategy

Our team plans on meeting three times a week as specified by the senior capstone class. The meetings will consist of a general team meeting, a client meeting, and a mentor meeting. Additionally we hope to meet twice a week as a time to cover our expectations and plans for the week, then to cover what work we accomplished during the week.

Meeting Type	Date & Time	Purpose
Initial Team Meeting	Tuesday 4:00pm	A standup to cover the plans for the week.
End of Week Team Meeting	Friday 2:20pm	Review goals set at the beginning of the week.
Client Meeting	Thursday 3:00pm	Update the client about the current status of the project as a whole. Secondly, to allow the client to clarify certain aspects.
Mentor Meeting	Tuesday 3:00pm	Update the mentor about the project of documents related to CS 486C as well as the general project as a whole.

Outside of our regular meetings we will continue to communicate using our team discord server. For professional standards it is expected that all team members respond to messages within 24 hours, if it pertains to them or their assigned section of a given assignment or aspect of the project. The most important aspect of our communication is to be open and honest about our progress. As a group we decided that it would be better to communicate shortcomings so that we can help each other and make this project a success, rather than find out near or at a given deadline. Lastly, it is expected that if you are directly messaged (DMed) or "at-ed" then it is required that you respond.