

To: DigiLearn Team and Mentor
From: Sebastian Kastrul
Subject: Communications Strategy
Date: January 20, 2021



The purpose of this memo is to summarize the communications strategy for Team DigiLearn for the Spring 2021 semester.

Team Meetings and Outside Communication

Team meetings are regularly scheduled for Tuesday and Wednesday at 1:30pm on Discord. Meetings may last up to an hour. Impromptu meetings may be called with 24 hour notice.

Team members are expected to keep in contact via the Discord text chat throughout the week. During the day, team members are expected to respond to text communications within two hours.

Mentor Meetings

Mentor meetings are scheduled for Tuesday at 2:30pm on Discord. Meetings may last up to an hour. At the time of the meeting, the team is expected to deliver a Task report for the previous week, an updated Gantt chart, and up-to-date Github commit statistics.

Client Meetings

Client meetings are scheduled for Thursday at 12pm on Zoom. Client meetings may last up to an hour. In the case that a client meeting is not needed, the client will be promptly notified.