



## **Memorandum**

To: David Failing  
From: Lev Tours  
Date: 1/22/2021  
Subject: Communication Strategies

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### **TEAM WEEKLY MEETING TIME**

Weekly team meetings will occur on Fridays at 1:00pm to 2:00pm.

### **TEAM COMMUNICATION STRATEGY**

Our team's primary communication will be done through Microsoft Teams. There will also be additional communication through texting and email which will be used to follow up on messages that did not receive a response via teams. The duration our team has decided would be the maximum time to respond to a given message is at most 4 hours. Any impromptu meetings will be communicated as soon as they are scheduled via Microsoft Teams, e-mail, and text to ensure that a member has the highest probability of seeing the notification in enough time.

### **MENTOR MEETING TIME**

Our team's mentor meeting will be every Tuesday from 1:00pm to 2:00pm.

### **ADDITIONAL INFORMATION**

Due to conflicting schedules this meeting will only include four out of five of our team members. We will catch the remaining members up over email. Even though this member can not attend the mentor meetings, they are still responsible for any work delegated to them.