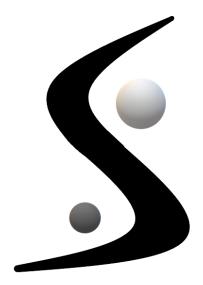# Team Sirius

Communication Strategy

1/21/2021
Project: NPOI Dashboard Web Application

Team Members:
Mario DeCristofaro
Cameron Hardesty
Hannah Park
Matt Rittenback

Sponsors:
Jim Clark
Henrique Schmitt
Adam Schilperoort

Mentor:
David Failing

Team Meeting Expectations

This section will detail out and explain the team's agreed upon standards for meetings and the associated conduct.

Meeting Times

Listed below are the three meetings that the team will conduct on a weekly basis, online through Zoom:
- Client Meetings:
    - Monday at 3:00pm-4:00pm
- Team Meetings:
    - Tuesday at 3:30pm-4:30pm
- Mentor Meetings:
    - Monday at 5:30pm-6:30pm

The team will also communicate through text messages to plan any impromptu meetings as necessary for when emergencies occur and it is vital for the team to come together. Currently the team has the rough meeting time of Thursday at 2pm-3pm blocked out for emergency meetings. However it is expected that a team member will inform the team if they can not attend the emergency meeting, and then the team will pivot to come up with an alternative solution.

Agenda Structure

Before every meeting, there will be a document created with a list of discussion topics to cover during the meeting. The schedule can include items that were not covered from the previous meeting or new items that pop up as the project progresses. At the beginning of the meeting, the team lead will go over the topics to ensure there are no missing items, and then the team will proceed through the items in the order of importance.

Minutes

The recorder will be responsible for creating weekly meeting minutes, for both the client meetings and internal team meetings. The format will follow a basic minutes document, with bullets for each topic the group discussed and roughly the amount of time spent discussing each topic. The top of the minutes will also highlight any key action items that need to be handled by the team immediately. The minutes will be distributed to all relevant parties of the meeting, within 24 hours after the meeting.

Decision-Making Process

For the matter of disagreements within the team, the team will hold a discussion about the conflict and attempt to reach a compromise from all parties. However if the group still can't reach a compromise in a disagreement, then the team will move forward with the majority vote.

Attendance

Every team member is expected to attend and arrive on time to any and all meetings. If a team member is unable to attend a meeting, they are required to let the team know at least an hour in advance, providing a reason they will be absent and relevant updates necessary for the meeting. Also, if the team decides that a client for a given week isn't necessary, the team must send an email to the client no later than the Friday before, with relevant updates of the project, detailing what the team has been working on. If a team member shows up to meetings consistently late, then the team will spend time in a team meeting to discuss any potential issues the member may have and work as a team to come up with a solution to the issue. In the event that a team member misses a meeting without providing a warning to the team, there will be a discussion with the offending team member to determine the reasoning for their lack of communication. A second offense of missing a meeting with no notice, will result in the team informing the team mentor and bringing it up in a mentor meeting. A final and third offense will result in the team bringing up the issue with the capstone organizer, Dr. D and discussing any potential punishments.

Conduct

Durings meetings, team members are expected to speak respectfully to one another and act in a professional manner. If an argument arises, it is expected all team members will maintain a professional manner and work to reach a compromise for the issue. If a team member shows signs of not actively participating and contributing to the efforts of the team, first they will be sat down during a team meeting and the team will issue a informal warning and discuss any potential issues they may be having, and then come up with a solution moving forward to re-engage the member back into the project. If they continue to show signs of non-participation, then the team will bring up the issue with the team mentor to further discuss the issue and send a notice to Dr. D. Finally, if the team member continues to not contribute after the internal team discussion and mentor discussion, then the team will alert Dr. D and seek to resolve the issue.

Communication Expectations

All team members are expected to contribute to the team's ongoing discussion. As the team's primary avenue of communication is through the team's group SMS chat, there is the expectation that all team members will respond to other team members' messages within 24 hours. The exception to this expectation is if a message is a simple reminder or statement, then a response isn't necessarily needed.