

LangLens Communication Strategy Memo

The purpose of this memo is to outline Team LangLens' communications strategy for the 2023 Spring Semester. The summarized expected outcomes that the team agreed upon are described below.

Team LangLens will meet twice a week. The first meeting of the week will be with our team mentor on Wednesdays from 9:00 am to 10:00 am. During these meetings, we will be presenting our task report, detailing our tasks completed for the week, as well as any upcoming tasks, the up-to-date Gantt chart showcasing our individual assignments and project progress as well as the contribution statistics from our team's Github repository.

Our second type of meeting will be strictly between the LangLens team members every Friday at 12:00 pm. If, for any circumstance, a team member cannot attend the meeting in person, the meeting will be offered on the team's Discord channel as well. Stefan will start off the meeting with a check-in to see what every team member has worked on that week by going over the up-to-date task report spreadsheet. During the team meetings, every member will be given the opportunity to brief what they have completed or are working on completing throughout the upcoming week. Sami will keep track of the newly assigned tasks for each member and update the Gaant chart accordingly. All team members will have immediate access to the task scheduling and can make any changes necessary with team approval. The meetings will end with planning responsibilities and assigning tasks for the upcoming week/s.

The primary communication channel for the team will be through the team's Discord server. The Discord server will be used for both daily communication and emergencies. In the case of an emergency, the team member in need will "ping" everyone on the server to notify the rest of the team. In case of "on-demand" meetings, the team needs to be given a 24 hour notice ahead of time. Response time between individual or group messages will be no longer than 24 hours from the original message. If a response has still not been received by the end of the 24 hour period, a "ping" will be sent to alert the recipient(s) that there is an awaiting message for them to respond to. To prevent any confusion that may arise throughout the semester, all conversations online are to be held in the public channel of the team's Discord and the team's weekly Gaant chart will always be updated immediately upon a task assignment.