

Sponsor: Patrick Kelley

Mentor: Italo Santos

Communication Strategy Memo

Team Communication Strategy:

1. Weekly in person meetings:
 - a. Team members will meet on Tuesdays at 7:00-7:30 PM
 - i. Team members will also briefly “touch base” after classes, and after mentor meetings.
2. Alternative tools for communication:
 - a. Discord
 - b. School email
 - c. Face to face
3. Impromptu meeting protocol:
 - a. All messages should be responded to within 24 hours.
 - b. Any impromptu meetings will require 48 hours notice.
 - i. Emergencies within 24 hours.
 1. Emergencies are considered any event that can cause the possibility of course failure for the team.

Mentor Meetings:

1. Mentor meetings are to be held Tuesdays, from 9-10am.
 - a. Mentor meetings will cover:
 - i. Task reports, due at the beginning of each meeting
 - ii. Gantt chart progress
 - iii. Project progress, including GitHub statistics
 - iv. Deliverables as assigned by the Instructor or Mentor
 - v. Any material not referenced here deemed relevant by either the Instructor, Mentor, or Team.