

Team Communication Strategy

To: Daniel Kramer

From: Austin Malmin, Kyle Mo, Conrad Murphy

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Subject: Team Mockingbird Communication Strategy

In order to accomplish our project this semester, it is critical that information flows seamlessly within our team, with our sponsor, and with our mentor. To achieve this, our team is committed to meeting at least 2 times a week.

Our first meeting will be with our mentor on Mondays, from 12 PM to 1 PM, inside the SICCS building. If this meeting falls on a holiday when the building is closed, the team will work with the mentor to find a time suitable to meet. During this meeting, the team will bring a completed task report of what's been accomplished in the past week as well as tasks in progress and upcoming.

Right after the mentor meeting, we will have an internal session from 1 PM (when our mentor meeting ends) to 2 PM. During this meeting, we will discuss feedback from our mentor, work on group tasks, and update the team on individual tasks and their progress. Our lighter schedules enable us to be flexible with additional meeting times throughout the week. In the event we do need to schedule another meeting, members will be given a minimum of 24 hours' notice and these meetings will not be mandatory but strongly encouraged.

The other meeting we may hold is with our sponsor Alexander 'Allie' Shenkin. We may hold sponsor meetings every one to two weeks at our discretion, depending on our needs and Allie's availability.

Our team utilizes Discord and a text message group chat to communicate internally. Team members are expected to monitor Discord and the group chat daily and respond when appropriate.