

To: Vahid Fard

From: GeoKings

Date: September 4, 2023

Subject: Team Communication Strategy

Our team – The GeoKings – have selected a set of strategies to handle communications between team and project members to ensure that all members have clear expectations regarding how communications will be handled. Our strategies are as follows:

1. Team meetings will be held at 2:15PM every Thursday in the Engineering Bldg, Capstone Study Room
2. Mentor meetings will be held at 3PM every Thursday in the Engineering Bldg, Capstone Study Room
3. Communication between team members, and between the team and our mentor, will occur over Discord.
4. Communication between the GeoKings team and our USGS sponsors will occur over Slack.
5. Team members will check communication channels – Discord and Slack – at least once per day during the week.

The hope is that by outlining these strategies early we will be able to minimize examples of miscommunication regarding project goals and assignments.

Thank you,

GeoKings