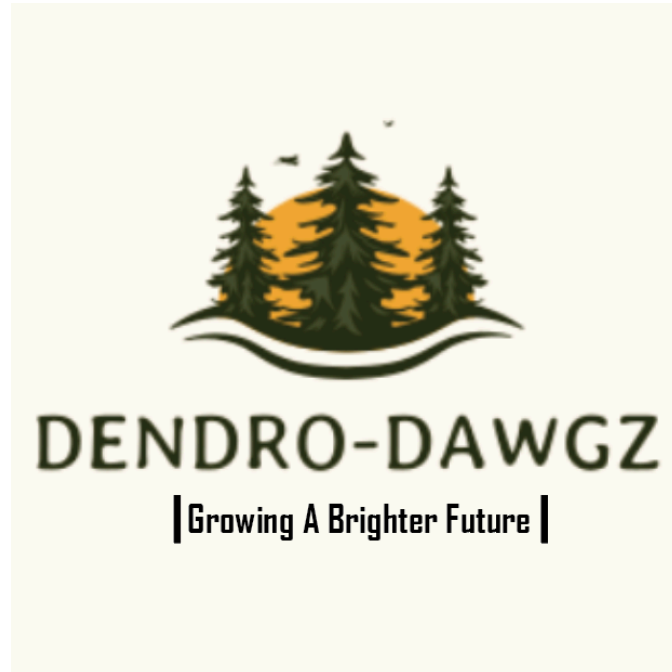


# - Communication Strategy Memo -

January 26, 2024



- Team Members -

Nile Roth

Niklas Kariniemi

Zachariah Derrick

Asa Henry

- Sponsored by -

Prof. Andrew Richardson, SICCS/ECOSS

Prof. Mariah Carbone, ECOSS

Prof. George Koch, ECOSS

Austin Simonpietri, ECOSS

- Team Mentor -

Tayyaba Shaheen

The team will meet with our mentor, Tayyaba Shaheen, every Friday from 12:30 to 1:30pm. During this meeting each team member will share their progress on their assigned or chosen task from the past week; this can also include subsequent tasks being worked on, if a task was completed during the week. The team will also go over commits to the Lola repository, as well as a visualization of progress via a Gantt chart.

A team meeting will also take place each week on Friday from 1:30 pm to 2:30 pm. This time will be used to divide tasks among members, as well as for members to get support on tasks with which they are struggling. For other more impromptu meetings, team members can be reached through the team Discord server. To create an impromptu meeting, the team member should reach out on Discord to the team, state their issue, and schedule a meeting with the other members. The other members should let them know what upcoming days and times work for them, and collaboratively find a meeting time. Not all four members need to be there for the less critical impromptu meetings if there is no shared available time.