



# Diverse Makers

## Communication Protocol Memo

**To:** Vahid Nikoonejad Fard

**From:** Diverse Makers

**Date:** Sep 2, 2024

**Subject:** Communication Protocols for Fall 2024

The purpose of this document is to develop communication protocol strategies for the second semester of our capstone project.

### Weekly Team Meetings:

- When: Every Friday, 1:00 PM. Emergency meetings will be held upon request as long as proper notice is given within 24 hours.
- Why: Project updates, task assignments and analysis, brainstorming.

Location: Discord

### Alternative Communication Tools:

Discord:

- Will be the primary source of communication used by the team.
- Responses on this channel should be within the same day.

Email:

- Will be primarily used to communicate with clients and mentors.
- Replies will be expected within 24 hours.

### Weekly Mentor Meetings:

- When: Every Wednesday, 5:30 PM.
- Why: Task report check-ins, feedback on deliverables, project timeline & progress
- Location: TBD, Online per request of mentor or team individuals