Communication Strategy

Date: August 30th, 2024
Team Name: FairyMander
Sponsor: Bridget Bero
Professor: Isaac Shaffer
Mentor: Vahid Nikoonejad Fard

Team Members:
Izaac Molina (Team Lead)
Dylan Franco
Jeysen Angous
Sophia Ingram
Ceanna Jarrett

Introduction

This document creates a shared agreement on the expectations of the team concerning how we will function and communicate. The standards for our team will be laid out here, including, but not limited to; establishing communication protocols, expectations, and collaboration.

Team Meeting Expectations

Meeting Times:
Team Meetings: Tuesdays, 4 pm - 5 pm, Online
Mentor Meetings: Thursdays, 4:30 pm - 5 pm, SICCS
Sponsor Meetings: To be coordinated with sponsor as needed
Impromptu meetings: To be coordinated over discord as needed

Communication: The team will be in constant communication via discord.

Meeting Agenda: Every member must give an update during the meeting. Members will go in order providing updates to the team for ~2 - 5 minutes each, answering team member questions as necessary.

Minutes: The team recorder will be in charge of keeping track of minutes. All members will have access to the "minute sheet" at all times via a shared drive. Updates to the sheet will take place, and be discussed, during meetings.

Strike System: A 3 strike system will be implemented, where in the following policies discussing group conduct, infringement on these policies can result in a strike (see policies for when this can occur). If a team member has accumulated 3 strikes, they will a.) receive a 10% penalty to their next peer evaluation score b.) have a 1-on-1 meeting with the team leader to discuss what actions will be taken forward to resolve the conflict, if the team leader accumulates 3 strikes, a full team meeting will be held to resolve the conflict.

Attendance: Being 15 or more minutes late to a meeting with no prior heads-up will result in a strike. The absent member is responsible for reviewing notes taken during the meeting and communicating with other members as needed.

Conduct: Meetings will be conducted using a Round Robin format. Members will give updates one by one. Other members will have the opportunity to ask the presenter questions and provide feedback.