

Team Communication Strategy

Lunar Pit Patrol

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Team meetings will occur every Friday of the semester. The capstone lecture is not held every week of the semester. Due to the dynamic nature of class sessions, we as a team will make use of the classroom reservation and meet at 12:45 pm when there is no lecture scheduled. If there is a lecture, then the team will meet after the class session.

With coordination from our capstone mentor Vahid, we have agreed to execute our mentor meetings every Tuesday at 3:00 pm. The meeting format will be in person or on Zoom depending on the week of the semester and the assignments due that week.

Everyone involved with the project is a member of the Lunar Pit Patrol discord server. The server consists of multiple channels based on the different topics of communication involved with the project. Some channels reach all members of the server such as announcements and general. Our sponsor has a specific channel to talk with the team to streamline communication and record important information.

If an impromptu meeting is necessary, the lead time should be at least 48 hours. Some members of the Lunar Pit Patrol work along with attending college full-time. A 48-hour buffer is a reasonable amount of time to schedule a meeting on short notice. The Lunar Pit Patrol uses multiple forms of communication online. Email is used for personal communication and Discord is used for team collaboration. Email response time is 1 business day. Discord is to be checked at least once a day. Announcements and updates are exclusively noticed within the "Announcements" channel within the discord server so team members must be up to date day by day.

In the case of an absence or future absence, the involved team member must give a notice of absence. Whether it is two days or 5 minutes before the meeting, a notice must be given. The excuse can be vague but it needs to be valid. Our team members have a right to keep their lives private, however, a meeting cannot be missed "just because".