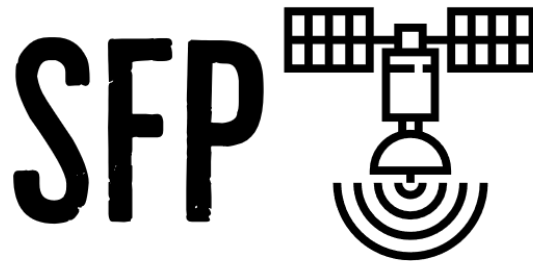


Team Satellite Fire Patrol

Communication Strategy Memo v1.0

January 26, 2024



Team Members:

Aaron Santiago, Ricardo Chairez and Zachary Hallemeyer

Clients:

Benjamin Wiebe, Dr. Camille Gaillard, and Dr. Christopher Doughty

Mentor:

Saisri Muttineni

Introduction

As climate change's threat becomes ever present in the modern world, its effects are becoming more prominent and difficult to dismiss. For instance, the Hawaiian wildfire, in August 2023, resulted in monumental loss of human life as well as billions of dollars in damage to infrastructure. As climate change worsens, natural disasters such as the before mentioned will become harder to predict and increase in both intensity and frequency.

Team Communication Strategy

Weekly Team Meeting

Scheduled for Tuesdays at 4:30pm

Emergency Meetings

Emergency Meetings will take place on Discord or Zoom. Emergency meetings will be put in place by 2/3rds of the team, and the lead time for impromptu meetings will be 2 hours.

Communication Strategies and Tools

Our main source of communication will be through Discord, we will also use emails to communicate with the mentor and client.

To ensure effective communication and everyone has read the current message, a reaction will be needed from each member in the form of a response or an emoji reaction.

Meeting Expectations

Team meetings will have a goal-oriented structure. This will be accomplished by following the structure below

- I. Stand up - Time for team members to communicate current progress on tasks and to ask for assistance
- II. Discussion - Review the information from the stand-up and discuss how the current progress relates to overall plan
- III. Resource Allocation - Finally, when discussion has ceased, the next week's tasks will be decided upon and assigned to team members

Weekly Mentor Meetings

Scheduled for Tuesdays 1:00pm - 2:00pm at SICCS Rm 224

The team will give an update to the mentor of the current progress of the week's tasks and how the tasks relate to the overall goal of the project.

What is Expected of the Team

Expectations for the team revolve around open and clear communication about task completions and time commitments. If a team member is unable to complete a task, this must be communicated to the rest of the team at least three days before the deadline to allow for the work to be reallocated.

Expectations from Mentor

Weekly Task Report

- Progress on each task, including upcoming tasks

Task Document

- How each team member contributes to the task with percentage