

Bee Balanced

Communication Strategy Memo



Team Members:

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Mentor:

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Team Communication Strategy

Weekly Team Meetings

Our team meetings will be held on Mondays at 5:15 PM in the Engineering building and are expected to last 30 minutes to 1 hour. These meetings will serve as a regular check-in to discuss progress and next steps, address any challenges, and plan our itinerary. If a member is absent, they are expected to review the Meeting Minutes to see what is discussed and ask any questions needed.

Additional Touch-Base or Emergency Meetings will be scheduled through the SMS group chat and conducted through Discord. Attendance is not mandatory; however, team members are expected to join the meeting as soon as possible if they are available.

Communication Tools

1. **Discord:** Primary platform for audio meetings, brainstorming sessions and emergency discussions.
2. **SMS Group Chat:** Used for immediate concerns, urgent updates, and scheduling emergency meetings. A response is expected within 12 hours unless prior notice is given. Should not be used for lengthy discussions; escalate to Discord or email if needed.
3. **Email:** Reserved for professional matters or more formal communication such as communicating with our client. Should be checked at least once every 24 hours to ensure timely responses.

Mentor Meeting Strategy

Our weekly meeting with our mentor will be hosted on Tuesdays at 5:00 PM in the SICCS building, Room 308. The plan is to have these meetings last about 30 minutes to 1 hour to give us plenty of time to discuss upcoming events within the class. This time may be extended for meetings where we run through presentations with our mentor.

Expectations:

- **Weekly Task Report:** A weekly task tracker needs to be created every week and filled out based on updates to current or future deliverables and tasks. This should include the the start date and due date, as well as, how the work will be split up between group members.
- **Deliverables:** During the meeting we should share our progress on current deliverables and have all completed deliverables turned in.
- **Discussion Points:** Bring specific topics or issues to discuss with the mentor.
- **Meeting Minutes:** Maintain a record of the key points and decisions made during the meeting.
- **Up-to-date Gantt Chart:** Ensure the project's Gantt chart is up to date for accurate progress tracking.