

Communication Strategy Memo

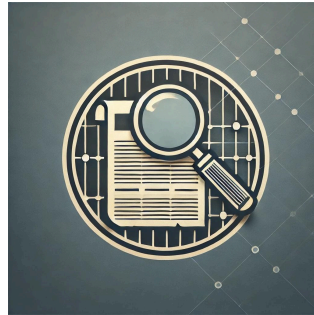
Team: INSIGHT

Sponsor: Mike Taylor

Faculty Mentor: Scott Larocca

Team Members:

Joshua VanderMeer, Michael Vertin,
Aidan Hebert, Forrest Hartley



Date: 1/24/2025

Team Communication Strategy

1. Weekly Team Meetings

- **Scheduled Meeting Time:** *Mondays 3:00 pm*
- **Meeting Location/Platform:** *Discord / In Person*

2. Additional "Touch Base" or Emergency Meetings

- **Mechanism for Scheduling:**
Emergency meetings can be called via Discord with at least 2 hours' notice
- **Lead Time Expectations:**
All team members should respond to meeting requests within 1 hour

3. Communication Channels

- **Primary Communication Tool:** *Discord*
 - **Backup Communication Tool:** *Email*
 - **Response Time Expectations:**
 - **Discord/Slack:** *All messages should be acknowledged within 12 hours.*
 - **Email:** *All emails should be acknowledged within 24 hours.*
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Weekly Mentor Meetings

1. Scheduled Meeting Time

- **Day and Time:** *Fridays at 11:00 am - 12:00 pm*
- **Location/Platform:** *SICCS Building*

2. Expectations from Mentor

- **Weekly Task Report:**
 - **Tasks Completed Since Last Meeting**
 - **Current Tasks/Upcoming Tasks**
 - **Update From Each Member**
 - **Review Internal Deadlines/Progress**