

MealsMyWay

Communication Strategy Memo

01/23/2025

Sponsor: Dr. Ana Paula Chaves

Mentor: Paul Deasy

Isaiah Swank

Laura Guerrero

Maximilian Poole

Colin MacDonald



Weekly Team Meeting: Mondays, 4PM - 5PM at Cline Library

Communication Strategy and Tools: Discord and Text Message Group Chat for general communication, NAU Gmail accounts for sending cooperative documents, and when2meet for organizing schedules. The Team Lead is responsible for communicating with the client over email. The Team Lead is also responsible for communicating with the mentor via email or text, but the rest of the group can email him independently.

Expectations:

- **Lead Time for Impromptu Meetings:** Five hours lead notice time for in person emergency meetings sent via discord and text message, team members are expected to attend unless they have important prior obligations. 15-30 minutes for emergency Discord call, team members will attend if available.
- **Response Times in Discord/Chats:** Same day if sent before 5pm (within reason), otherwise within 24 hours. Communication with Dr. Chaves should follow a very similar format, with response time within 24 hours after 5:00 PM, otherwise respond to emails from her as soon as possible.

Weekly Mentor Meeting: Wednesdays, 6PM - 7PM, Zoom, In-Person as needed

Mentor Expectations: Weekly task tracker, Updates on current assignments, Update on client meetings

Bi-Weekly Client Meeting: Mondays, 11AM - 12PM, at SICCS Building