

Peak Adventure Experiences



Communication Strategy Memo

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Project Sponsor: Paddy McGarry

Team Mentor: Ogonna Eli

I. Team Communication Strategy

I.I Team Meeting

The team, Peak Adventure Experiences, will have mandatory team meetings on Wednesdays at 12:30 pm - 1:00 pm, SICCS Room 224.

I.II Coordination Mechanisms

The team is expected to meet in case of an impasse during development and at least be available for a virtual meeting. If it is believed that an “emergency” meeting is required, members will share their availability and meet as soon as possible.

I.III Communication tools and channels

The team will communicate through SMS and Discord.

I.IV Clear Expectations

Important* SMS Messages should be responded within 2 hours with a reaction or message, as appropriate. Discord messages should be responded within a day. Members unable to respond within that window should have an adequate excuse

*Messages relating to the project or any time sensitive questions/tasks

II. Mentor Meeting Plan

Mentor meetings will be held Wednesdays 1:00pm-2:00pm, SICCS Room 224.