

To: Dr. Carlo R. da Cunha
From: Austin Monette, Zachary Schreiner, Donovan Simmons
Date: January 26, 2023
Subject: Communications memo

Our team communication strategy will consist of 2 weekly meetings. One will be with our mentor and the other with our client at USGS. Communication within the group will remain similar to the previous semester. We plan to keep each other accountable with assigned tasks and complete them as discussed within each team meeting. Contact will mainly be used through text message, but if they are not capable of being reached through message, emails will be sent in order to contact the team member. Expected response time should be within 24 hours, if they are still unreachable through these methods. The mentor and professor will be contacted in order to resolve the issue.

Within our team mentor meetings, we will discuss progress reports with our Gantt chart and task reports sent to the mentor prior to every weekly meeting. These meetings will be held on Thursday at 2:10pm in the SICCS building at NAU. These meetings will be mainly discussing what we have done during the week, specifically what we have done and where we are going to go in the future based off what we have learned. We will discuss possible strategies with our mentor to see what will be the best course to take going forward. Finally, both the Gantt chart and a task report will be updated for the following week.

In addition we will maintain steady contact with our client through weekly Zoom meetings as well. They will be held through the online format of Zoom every Wednesday at 11am. These meetings will provide updates and progress reports on the project. The client will also be able to express their concerns and any changes to the design that will be more applicable for their needs.