



Communication Memo

A brief overview of our plans when it comes to communication.

Date: January 24th, 2019 | To: Dr. Eck Doerry | From: Team Pandemic Processing | Subject: Communication Strategy

Team Meeting

Weekly –
Thursday, 1:00 PM

SICCS

Mentor Meeting

Weekly –
Thursday, 2:30 PM

SICCS

Client Meeting

Bi-Monthly –
Tuesday, 12:30PM

SICCS

Impromptu Meetings

An impromptu meeting can be called at anytime that works for all individuals within the team. This meeting can be initiated via: text message, Discord chat, or email. Once a team member has called for a meeting all individuals will figure out a time that works for everyone to meet in person. If there is not a time that works to meet face-to-face we will conduct the meeting over Discord. A meeting time must be figured out within **3 hours** after initiation.

Communication Methods

Our main methods of communication will be Discord chat, text message, and email. Any emails pertaining to our project must have all members of the development team CC'd. Any member of the team has a **6-hour maximum** time to respond when they have been contacted via Discord, text message, or email. The previously stated rule does not stand if the initial message was sent past 6:00 PM but is reinstated the next day beginning at 7:00AM.

Mentor Expectations

Task Report

- A detailed outline of what we have completed since the last meeting, tasks which are currently being worked on, and tasks that are in the apparent future.

Gantt Chart

- A visual display of our progress will be presented in the form of a Gantt Chart during each weekly meeting.

Bitbucket Commit Statistics

- A short print out of our commit statistics from Bitbucket that displays what each member of the team has committed to the repository.