This memo details the communication strategy Team PathLab will follow this semester. This document will elaborate on how the team plans to effectively use meetings and other means of communication to increase productivity, efficiency and team cohesion.

Weekly Meetings: Weekly team meetings are a key part of an overall strategic and implementation plan. In these meetings the team will discuss issues related to development and testing of the software as well as any other assignments and tasks related to the class. When necessary team members will participate in code sprints at these meetings and collaborate on the development and testing of the software. Currently the weekly team meetings are scheduled 5 pm-7 pm every Thursday.
In case the team lead deems an emergency team meeting is necessary, the team will meet within the next 24-36 hours to address urgent issues. Every member is required to answer to impromptu meeting requests within 12 hours. If one of the members is not available to participate in the meeting, the rest of the team will continue with the impromptu meeting as scheduled.
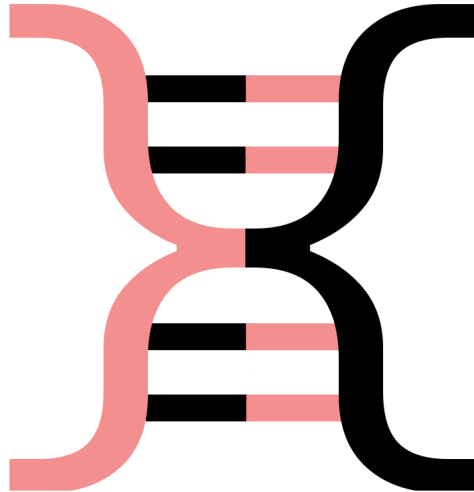
Communication Tools: The primary medium of communication used by Team PathLab will be Slack. Effectively utilizing different channels allows the team to resolve related issues with more ease. Technical communication will happen regularly throughout the development phase on GitHub issues, pull requests and project board. Every team member is expected to check their Slack and GitHub accounts regularly. Team members are required to answer to any directed Slack messages in no more than 4 hours after the message was sent (assuming the message was sent at a reasonable time of day).

Weekly Mentor Meetings: Faculty mentors are a vital part of the Capstone Design process. They bring a wide variety of expertise to the table and offer great feedback on the development process of every project. Team PathLab is scheduled to meet with Isaac Shaffer weekly on Wednesdays 1 pm - 2 pm. The team will come to every meeting prepared with a detailed task report showing completed tasks and planned tasks for the future. An up-to-date Gantt chart and GitHub status page will supplement the task report which will help the mentor in assessing the team's progress.

Communication Strategy Memo

23 January 2019

Team PathLab

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