To: Scooter

Subject: Communications Strategy for the 2020 Spring semester

Team 6 (Team Lora)

1. **Weekly Team Meetings:**

   a. Video Conference Team Meeting

      - Time: Tuesday 5:30pm - 6:30pm

      - Location: Online Remote Meeting

   b. In-Person Team Meeting

      - Time: Thursday 5pm - 7pm

      - Location: SICCS Building or Engineering Building

   c. Mentor Meeting

      - Time: Monday 2pm - 3pm

      - Location: SICCS Building

   d. Meetings to touch base as needed

      - Time: Weekdays after 5pm / Weekends anytime

      - Location: Engineering Building or Online Video Conference

2. **Communication:**

   a. The team lead (Ryan) will notify the team about impromptu meetings 24 hours before the meeting takes place.

   b. We will be using Slack as our main communication between our team members.

      - All members are required to read / respond within 6 hours of posting on Slack.

      - All messages on Slack from ANYONE are important and should be read.

      - If a question addressed to the whole team everyone must communicate an answer within 6 hours of the question.

   c. We will be using Discord to meet remotely using a group call.

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d. Communication with anyone else (Mentor, Client, Etc) Will be done professionally using email.

- Emails regarding meeting times will be sent 48 hours before. they happen.