Communication Strategy Memo

Overview of our strategy for communicating as a group and expectations from our mentor for Spring 2020.

Date: January 21, 2020 | To: Dr. Eck Doerry | From: Team ReBoot.
Subject: Communication Strategy

Team Meetings: Weekly – Tuesday, 12:15 PM in the Union

Mentor Meetings: Weekly – Tuesday, 3:00 PM in SICCS

Communication Strategies and Tools

GroupMe will be used as the main method of communication as a group. Any messages sent during the work week should be responded to within 3 hours amount of time. If the message is sent after 9 PM, the previously stated rule does not stand, but is reinitiated at 9 AM. Similarly, messages sent during weekends have a 3-hour max response time; however, the rule does not stand for messages sent after 10 PM but is reinstated at 12 PM. A 'like' of a message may be used as a way to show recognition of a message and can be considered a response. In the case of a technical issue of GroupMe not working for one or all members, email may be used to communicate. In this case, all members must be sent the email or CC'd.

Impromptu Meetings Expectations

An impromptu meeting may be called at any time, but all members of the team must agree upon a time so every person may attend. In the case an impromptu meeting is called, it must be called at least 24 hours in advance and a decision of meeting time and place must be figured out within 3 hours. If there is no time that all team members can meet in person, a meeting may be conducted using Discord.

Mentor Expectations

Mentor meetings will be held to present group progress. To show progress, the following must be presented at each meeting:

- **Task Report**
  This report details weekly progress of the team, including meetings that occurred, completed tasks, tasks currently in progress, and upcoming tasks.

- **Gantt Chart**
  This chart provides a visual representation of the team's progress and should be updated weekly.

- **GitHub Commit Statistics**
  Report of the team's commit statistics that will show how each individual team member has committed.