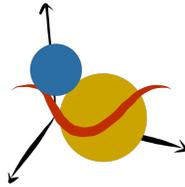


Communication Strategy Memo

January 20, 2021

Team Triaxis



Sponsors:

Dr. Will Grundy, Dr. Audrey Thirouin

Faculty Mentor:

Sambashiva Kethireddy

Team Members:

Eleanor Carlos

Reyna Orendain

Andres Sepulveda

Brandon Visoky

Overview

This document outlines and details Team Triaxis' intended plans and expectations for communications and routine meetings.



Introduction

This document is intended to serve as a description and summary of our strategies and plans for communication during this upcoming academic semester.

Team Communication Strategy

Our team will be meeting three times a week as schedules permit among three different meetings, a regular meeting time, a time to meet with our mentors, and a regular meeting with our clients should their schedules permit.

- **Regular Meeting Time: Mondays, 6pm-7pm**
 - **Supplemental Meeting Time: Wednesdays, 6pm - 7pm**
- **Mentor Meeting Time: Friday, 1pm-2pm**
- **Client Meeting Time: Friday, 12pm - 1pm.**

All other communication is expected to be done over the groups Discord server. For professional standards, response times are expected within 24 hours of the original message, though it is expected that each team member is available during a typical “working day” of 9am-5pm. Should someone be unresponsive/unreachable via Discord, we can communicate and check in with each other through text message or email.

Mentor Meeting Expectations:

Each week, our mentor expects us to deliver a task report developed by one of the team members, and finalized / vetted by the team lead to ensure the information is correct. This task report is emailed to the mentor **NLT Friday at 11am**. The task report will include: tasks completed since last meeting, tasks the team is working on, and upcoming assignments. Additionally, the task report will include a link to an up-to-date Gantt chart to visually track progress, as well as a screenshot of commit statistics from the team Github Repository.

Conclusion

The described strategies above shall serve as our guidelines for communication for the remainder of the Spring 2021 semester, and should allow us to be on the same page for a successful capstone implementation.