

# COMMUNICATION STRATEGY MEMO

Jan. 20, 2022

SPONSOR: DR. VIACHESLAV FOFANOV  
MENTOR: VOVA SARUTA

JOSEPH DOMABYL V

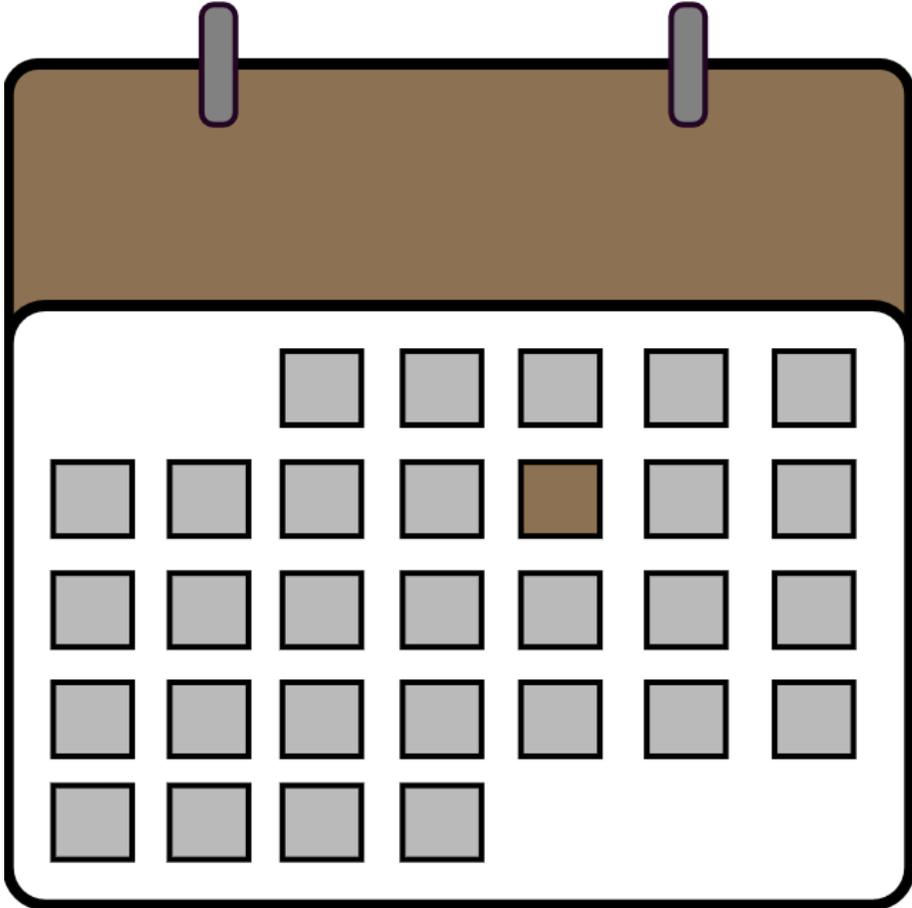
ANDREW LIDDELL

JUNJIAN YIN

DANIEL DRAKE

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## Magisters



# COMMUNICATION STRATEGY

## Mandatory Internal Weekly Meeting

The team will have a mandatory weekly meeting according to a set schedule. This meeting will be held every **Tuesday, at 2pm.**

## Mandatory Secondary Meetings

If deemed necessary by at least 2 group members, a mandatory secondary meeting will be held. The meeting times will be decided upon by the group as the occasion arises. These meetings exist in order to “touch base” with each team member and discuss any further project plans that were not discussed during the first meeting.

## Impromptu Meetings

If necessary, the team leader will call and schedule impromptu meetings either verbally or via Discord. These meetings will *not* be mandatory, though attendance is strongly encouraged. Any member that misses a meeting will receive meeting notes from the attendees.

## Communication Tools

The team will continue communications either verbally or via Discord. For messages regarding secondary meetings or impromptu meetings, each team member will be expected to respond within 12 hours.

## Weekly Mentor Meetings

A mandatory weekly mentor meeting will be held every **Thursday at 1pm.** During these meetings, the team will be expected to present a task report to Vova and will go over minor tech demonstrations of work completed during the week.