



## Team Shining Sky ~ Communication Strategy Memo

This memo outlines the communication standards of Team Shining Sky for the Spring 2022 semester of Capstone. It covers standards for internal communication and associated expectations as well as regular meeting times. In addition, it serves as a formalization of the communication procedures that Team Shining Sky has already been using. The standards are presented below as a bulleted list for ease of reference.

- **Weekly Meetings:** Sunday at 6pm.
- **On-Demand Meetings:** Can be called by any team member with a 24 hour lead time. If not everyone needs to attend, the lead time requirement can be ignored and the meeting can be called between whoever is available and willing at the time.
- **Mentor Meetings:** Our mentor meeting time is Tuesday at 9am. Each team member is responsible for filling out their portion of the task report before the mentor meeting. Every week we will rotate who does the Gantt chart and Skyler will handle the GitHub statistics.
- **Client Meetings:** Our client meeting time is Thursday at 1pm. Generally these will cover a small update on our progress and any development questions that need to be addressed.
- **Communication Location:** Communications will take place primarily through the Shining Sky Discord server in appropriate channels.
- **Response Time:** Team members are expected to respond within 24 hours to a message specifically addressed to them (using Discord's @ functionality) or marked for the attention of the entire group (@everyone) excluding extenuating circumstances or a good excuse.