

Memo

To: Brian Donnelly

From: SSDynamics (Team 4)

Date: 1/17/2025

Team Communication Strategy

- Weekly meetings
 - 10:30am-11:30am mondays
- System in place to add additional meetings
 - The current system that is in place for adding extra meetings is to ask for every team member's availability using the website when to meet. If not all members have an overlapping time to meet we will set the meeting at a time in which the largest number of members are available.
- Communication tools
 - The main tool for communication is through the team discord server.
 - Phone calls or SMS may be used for emergency communication in the case that a member is not reachable over Discord.
 - Email can be used mostly to communicate with our mentor and our client.
- Expected lead time for impromptu meetings and message response times
 - A day before is the expected lead time on calling impromptu meetings.
 - 24 hours is the maximum response time expected for emails, 12 hours is preferred.
 - By 6 hours is the expected response time for discord messages.

Mentor Meetings

- Weekly meeting time without mentor
 - Our weekly meeting times are assigned for 11am-12pm on wednesdays. However this meeting time can be modified, and in that case we will discuss over email with our mentor to find another time.
- Task report
 - Our task report will consist of an advanced activity tracker, in which the team as a whole is assigned tasks for each week: an expected time commitment, a deadline, an actual compilation date, as well as a few other features. This activity tracker will be identical to the tracker used in the first semester of capstone, as that tracker seemed to work well.