



Communication Strategy Memo

Purpose

The purpose of this document is to ensure there is a written understanding of team and mentor meeting expectations for the 2025 spring semester. Team meetings ensure communication, collaboration and cohesion throughout the team.

Meeting Expectations:

Team Meetings:

Weekly team meetings will involve all team members:

- Participants: Ryan Lucaro, Zach Trusso, Marco Castrita, and Cathy Ly
 - If a member cannot attend, they must notify the team 24 hours in advance and provide the following in Discord:
 - A summary of completed tasks for the week.
 - Plans for the upcoming week.
- Meetings will be scheduled depending on each member's availability to ensure everyone will make it.

Mentor Meetings:

Mentor Meetings will be weekly on Friday at 10:30 AM.

- Participants: Ryan Lucaro, Zach Trusso, Marco Catria, and Cathy Ly
 - If a member cannot attend, they must notify the team 24 hours in advance
- Due to fluctuating schedules, if the time need to change then the memo will be updated accordingly to allow everyone to attend the meeting