



# TEAM SKYWARD

— *Frost Monitor Project* —

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## Communication Strategy Memo

*1/19/2017*

***Team Name:***

Skyward

***Team Members:***

Gage Cottrell  
Justin Kincaid  
Chris French  
Alexander Sears

***Sponsors:***

Dr. Michael Mommert and Dr. David Trilling

***Mentor:***

Dr. Otte

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# Team Communication Strategy:

## ***Team Meeting Schedule:***

Meetings will be held at least twice a week. Meeting times will take place within the range of the scheduled capstone class period; Tuesday and Thursday from 2:20pm-5:40pm. Typical meeting times will be about an hour on Tuesday and Thursday from 4:30pm-5:30pm, but will be adjusted accordingly, depending on what project tasks are at hand during the meeting times.

## ***Team Meeting Tools:***

### **Slack:**

Slack is the primary tool used for communication in the group. If a team member is unable to attend a group meeting, it is possible to participate in the meeting through slack communication. It is expected that any messages left in Slack are viewed by all members in the team within 12-24 hours. For urgent messages over slack @mention may be used, and a response should be expected within 1 hour if left at a reasonable time of day, which is between 10 AM and 6 PM.

### **Secondary Communication:**

Email and Text messages will be used as a secondary form of communication between team members, mainly as backup communication, and is not entirely necessary.

### **Google Drive:**

Google Drive Is heavily used for any documentation that is required for the project. It is recommended that documentation is worked on by all members of the group throughout the project, and not left until the last minute, meaning that all members have contributed to the documents at least 12 hours prior to the deadline.

### **Trello:**

Trello is used to post and update specific project tasks and deadlines. Each task is viewable by all members of the team, and can be assigned and completed accordingly.

### **Doodle:**

Doodle is used to communicate each team member's schedule by assigning a status to each hour of each day for the week. This will allow the team to find common times of the week in which we can meet and or work on the project with one another.

### **Bitbucket:**

The code and files for the project will be hosted on bitbucket repository, and project branches will be made to allow different members of the team to work on separate portions of the project. It is required that member communicate which portions of the project will be worked

on at which times in order to avoid errors in merging. Any push requests over bitbucket must be reviewed within 4 hours, as long as the push request is made at a reasonable time of day.

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## **Mentor Meeting:**

### ***Mentor Meeting Schedule:***

Meetings with mentor Dr. Otte will take place at least once a week. The current agreed meeting time with Dr. Otte is scheduled for 2:30 on Thursday.

### ***Mentor Meeting Task Report:***

During the meeting times with Dr. Otte, project tasks will be discussed and documented in a weekly task report. The report will document project progress and task completion up to the point of the meeting, as well as tasks that are currently being worked on by the project team. The report will also document upcoming tasks in the future, and any concerns or expectations the mentor may have with the project.

It is also recommended that the project team members discuss any comments made about tasks not getting completed on time, so that any conflicts may be handled early.