Communication Strategy Memo
Sponsored by Dr. Kyle Winfree and Dr. Eck Doerry
Mentored by Han Peng

Members:
Anton Freeman, Halcyon de la Rosa, Karina Anaya, Noah Olono

Team Communication Strategies

- **Meeting Times:** Our team will meet every week at the agreed upon time of 2:30PM on Wednesday. Meetings will be held in SICCS, in either our usual meeting room or Dr. Winfree's lab if the room is occupied. In the case of illness, we will have a secondary remote meeting time at 2:20PM on Friday. Any impromptu meetings must be announced at least five hours in advance.

- **Communication Methods and Expectations:** Team communication will be done via Discord messages in our team Discord server. Team members are expected to stay in touch and provide updates as they work on team projects. Except in the case of work, team members are expected to keep an eye on the Discord server and respond to any pings to verify that they have seen and acknowledged the messages.

Mentor Communication Strategies

- **Meeting Times:** Our team will meet every week with Han at the agreed upon time of 2:30PM on Monday. Meetings will be held in SICCS in our usual meeting room. If any team members are unable to attend due to illness or travel restrictions, they are expected to join via a video in our Discord server, which will then be set up on a screen while the rest of the team members attend in person. If all team members are unable to attend or Han is sick, meetings will be conducted in a Zoom meeting.

- **Meeting Expectations:** Team members will bring Han a fully completed task report each week, printed if we meet in person or emailed in PDF format if we meet over Zoom. This task report will contain lists of all the tasks that we have completed in the previous week, all of the tasks we plan to work on in the current week, and any new tasks which we will work on in the upcoming week. Additionally, this task report will contain a Gantt chart showing our current progress in regards to the milestones we have set up with our client. Finally, this report will include a list of all the commits made to our client's Bitbucket so that we can show concrete evidence that work is being done each week.