

Communication Strategy Memo

January 21st, 2024



Sponsored by: Dr. Elise Donovan, Sneha Vissa, Adonna Rometo

Mentor: Tayyaba Shaheen

Team members: Dayra Quinonez, Nicole Sylvester,
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Communication Strategy Memo

To: Tayyaba Shaheen

From: Anatomy, Team 2

The team has decided to meet on Monday's at 10:30 a.m. to discuss progress that has been made and assign new issues to each member. The team will be in communication through our Discord Server that we have been utilizing as of last semester. As for responding to the group in a timely manner, it is expected that within a day that any emails or Discord messages will be viewed and responded to. In case that a member does not reach out within a day then they will be reached out again. Any impromptu meetings will be discussed and agreed upon with what works well with all of the members of the team.

The team will be meeting with our mentor once a week on Wednesday from 11a.m. to 12p.m. It is expected that prior to each meeting we submit a task report to the mentor. The task report will include tasks completed by the team since the last meeting as well as in progress tasks and plans to complete upcoming tasks. We will also come prepared with any deliverables due that week, ready to show our mentor.

[illegible]

- Pulse
- Contributors
- Community
- Community Standards
- Traffic
- Commits
- Code frequency
- Dependency graph
- Network
- Forks

