

| **Sponsors:** | Northern Arizona University  USDA  US Forest Service |
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| **Clients:** | Dr. Jamie S. Sanderlin, Dr. Ana Miller-ter Kuile, and Dr. Kiona Ogle |
| **Mentor:** | Scott LaRocca |
| **Team Members:** | Alyssa Ortiz, Andrew Ortega, Payton Watts, and Tyler Chapp |

**January 24, 2025**

**Team Communication Strategy**

**Communication Tools**

Our team will communicate using Discord as the primary platform. The server includes our mentor, Scott, for streamlined communication. For additional needs, we will use email to reach out to our mentor, professor, and clients. Email will also be the primary method of communication with clients for updates on the project and clarifying questions.

**Communication**

* Our team is very active on Discord, therefore response to communication should be within 24 hours. Check Discord daily for updates.
* Team members are expected to give 24-hour notice if they are unable to make a meeting, and should join the in-person meeting virtually if circumstances allow.

**Weekly Meeting Schedule**

These meeting times are fixed unless adjustments are required for a given week.

1. Online Meeting:

* Day/Time: Mondays from 12:00 pm to 1:00 pm
* Platform: Discord
* Focus: Code implementation

1. In-Person Mentor Meeting:

* Day/Time: Wednesdays from 12:00 pm to 1:00 pm
* Location: Room 308, SICCS Building
* Focus: Timeline, planning, due dates, and deliverables

**Mentor Meeting Expectations**

For our weekly mentor meetings, the team will provide clear and detailed updates on progress.

1. Weekly Task Report

* Excel spreadsheet format
* Tasks completed since the last meeting
* Current tasks with progress percentages
* Upcoming tasks
* Individual tasks will be explained in greater detail in the corresponding team member’s Discord channel

1. An up-to-date Gantt chart overviewing the large project milestones

**Emergency Meetings**

* We will hold emergency meetings as needed to address any urgent issues.
* Required notice for impromptu meetings is at least 24 hours in advance.