

# **Team Portcullis Communication Strategy Memo**

## **Section 1: Team Communication Strategy**

### **Section 1.1: Mandatory Weekly In-person Meeting**

Every week, our capstone group will meet in person every Friday between 12:45 and 3:15 during regular class time. If we have class that week, then we will meet an hour before class.

### **Section 1.2: Additional Coordination Mechanisms**

Every Monday evening at 8:00, our team will meet on Discord to discuss tasks and goals for the week, as well as monitor project progress. Additionally, any emergency meetings will be hosted on Discord to ensure flexibility for all team members. Any valid excuses from meetings will be given at least 24 hours before the meeting time.

### **Section 1.3: Communication Tools and Channels**

Our primary method of communication will be through our Discord server. Secondary communication will be through email. Our communication with the client will be conducted via email and Slack.

### **Section 1.4: Clear Expectations**

During normal working hours (9:00 - 6:00), team members are expected to respond within four hours in Discord. Team members are expected to respond within 24 hours via email. Outside of normal working hours, responses are expected to be made by the next working period. Immediate responses are not expected if a team member is at work or otherwise unavailable for a valid reason.

Impromptu meetings will be called out at least 24 hours in advance to give notice to all members.

## **Section 2: Mentor Meeting Plan**

Every week, we will meet with our mentor, Bailey Hall, every Wednesday between 9:00 and 10:00. The mentor will expect a concrete task report that includes the following:

- Tasks completed since the last meeting
- Tasks currently in progress (including individual assignments)
- Tasks anticipated in the near future

The task report will follow the task tracker template given by our mentor.