

# Communications Strategy Memo: SeismoScan

## **Team Communication Strategies:**

**Team Meeting:** An in person team meeting will be held Fridays from 12:30PM to 1:30PM with the option to extend these meetings should the team feel it necessary.

**Additional Coordination Mechanisms:** The team has provided its availability here:

<https://www.when2meet.com/?34426839-LZD1o>

There is full team availability on Tuesdays and Thursdays from 3:30 to 4:30 should additional meetings be required throughout the week. Everyone's availability is provided throughout all weekdays from 9-5 should smaller group communication be required.

**Communication Tools and Channels:** The team has both a discord server for a majority of communication, along with a Text group chat should any time sensitive situations occur for emergencies.

**Clear Expectations:** Everyone should have notifications for the emergency text group chat to respond immediately. For the discord channel everyone should have notifications on for all pings for them, and be checking through all channels with activity at least twice a day. Preferably in the morning and in the evening. Even if a team member is not directly involved with a conversation, they should still completely read through all conversations to have an understanding of what is happening within the team.

## **Mentor Meeting Plan:**

**Mentor Meeting:** We will conduct a weekly meeting on Tuesday from 1pm - 2pm with our mentor Scott LaRocca. During these meetings we will provide updates on tasks scheduled for the week. We will also go over progress made on whatever Demo section we are in. Tasks will be in the task tracker and updates will be done weekly at a minimum prior to mentor meetings:

<https://docs.google.com/spreadsheets/d/1gTXyBYn8x1RWDLVbFKDQL0EJWE1D6HdL/edit?usp=sharing&oid=111137243109680142201&rtpof=true&sd=true>

Team Member Initials: BW, AS, TR, NC