**Computer Engineering Department**

**Course Name: CMPE202**

Team Name: Synergy

Student Name: Akshay Sonvane

Student ID: 011324989

Instructor: Paul Nguyen

Semester: Fall, 2016

**XP Value: Communication**

**-Importance of communication:**

Communication is one of the most important of the XP values. An effective and efficient communication is one of the pillars of a successful project.

**-Communication lines established:**

Communication in our case takes place via various mediums, ranging from electronic media such as Hangout calls to face-to-face standup meetings. In order to facilitate effective and efficient communication, several lines of communication have been established with varying speed and urgency of communication. A WhatsApp group has been created for fast and un-official communication. Official communication takes place via the team meets and also via the Waffle board comments. A google sheet has also been created containing all the contact details of each team member. It also contains the next meeting time, meeting notes and meeting agenda.

**-Communication up till now**

Up till now two team meets have taken place in this week.

Team meet #1: It was an initial team setup meet where we introduced ourselves and also finalized the XP values that each member will focus on. We also divided the various CS Unplugged activities and assigned them via the team Waffle board. Though, two of the members were not physically present at the meeting we effectively communicated via hangout call and voice call.

Team meet #2: It was a face to face standup meet, wherein we discussed various CS Unplugged activities that could be selected as project definition.

**-Observations**

All communication lines required for effective communication have been established. Now, as time passes and team members get accustomed with one another, the efficiency of communication will increase.