

Memorandum

DATE: September 4th, 2024

TO: Vahid Nikoonejad Fard

FROM: Team CRAFT members

SUBJECT: Team Communication Strategy

We are implementing a team communication strategy to ensure team CRAFT operates effectively and efficiently. Please review the procedures outlined below for our team and mentor meetings and our procedure to handle impromptu meetings.

- Team Meetings
 - General Communication Channels:
 - Team CRAFT will communicate primarily through the team's Discord server.
 - Weekly team meetings will be conducted through the “#team voice” Discord channel on the team's server
 - Weekly mentor meetings will be conducted through zoom
 - Weekly Team Meetings:
 - All members of team CRAFT will attend a weekly team meeting at 4:30 PM on Wednesdays
 - Members are expected to be in the Discord call at or prior to the agreed meeting time
 - Additional Meetings:
 - Presentation Practice:
 - Prior to each in-person presentation, a two-hour presentation project will be scheduled by team CRAFT members
 - Impromptu Meetings:
 - If a group member needs to schedule an impromptu meeting with the team, the team member is responsible for notifying team members in the “#team” channel using the relevant “@” (i.e. “@everyone, @team_member_name”).
 - Team members are expected to reply to the message with conflicts or availability within 24 hours
- Mentor Meetings
 - Weekly Mentor Meetings:
 - All members of team CRAFT will attend a weekly mentor meeting at 4:00 PM on Wednesdays
 - Members are expected to be in the Zoom call at or prior to the agreed meeting time
 - Mentor Expectations:
 - The team lead will submit the team's detailed task report to the team mentor via email before the weekly meeting