**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 held in person, but a team member may attend online with a valid excuse via the “#team voice” channel on Discord.
    - Weekly mentor meetings will be held in person at the location specified by the mentor.
  + 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 meeting location 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 meeting location 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