Auto-Bloom Communications Plan

Project Team Members
Cheryl Borst: Project Manager & Co- IT Administrator
Cassandra Sherlock: Lead Developer & Co- IT Administrator
Firisiya Chiomadzi: Support Lead & Client Liaison
Ernesto Torres: Web Content Manager

Role Descriptions:
Project Manager Role: keeps project deadlines on track; manages team members
Lead Developer Role: keeps dev on track; manages codebase; handles merges from pull requests, manages release cutovers from codebase.
IT Administrator Role: responsible for GitHub organization and project admin activities, group and permissions configuration, and build pipelines / automation / deployment.
Support Lead Role: manages issue tracking and release documentation
Client Liaison Role: coordinates activities and expectations with client
Web Content Manager Role: posts public facing content (note that this isn't the same role as a web designer/developer)

External Communications

External Project Status Meetings:
Regular meetings and reports with the professor will be conducted by the Communications Manager, unless otherwise stated or required by circumstance. The frequency and the content of these meetings has yet to be specified, but it is anticipated that regular check-ins and reports will occur.

All status and event driven meetings and reports may take the form of verbal, written or as comment commits through at least one of the following forms of media: in-person, Zoom, GitHub, IvyLearn Inbox (Canvas), or other form as required.

Event Driven Meetings:
These meetings are expected to be conducted in a similar manner, but for the primary purposes listed below. This is not a complete list of possibilities throughout the project.
- In the event of significant issues affecting the project's timeline or product progress stagnating.
- Unexpected technical difficulties, such as coding or equipment failure.
- When new requirements are added or are changed.
- To evaluate, approve or reject change requests.
- Or for any urgent or critical issues requiring senior leadership attention.

Internal Communications

Regularly Scheduled Meetings:
Weekly Friday meetings will be scheduled for a duration of about one hour following class. (If required, more time will be allotted). Regular meetings will be held online via one of the following media: Discord or Zoom.

The content of these meetings is expected to serve as a forum to discuss project activities, progress, and issues.

Event Driven Meetings:
Are expected to occur when issues need to be discussed at greater length, regarding changing existing requirements by addition or reduction, any other issue that needs to be addressed quickly with regards to the project.
Additional meetings can be and should be brought to the PM's and the group's attention as soon as a serious problem arises to ensure that all stakeholders and team members are informed of changes.

Communications Policy

Regular communication channels are designated as follows:
In-person at the regular meetings, Discord, or Canvas via IvyLearn Inbox, group announcements, or discussion pages.

All communications are expected to be professional, respectful, and fair-minded, devoid of politics or other discriminatory and inflammatory language.

Conflict Resolution Policy:
Conflict between team members, should it arise, should be brought to the PM's attention as soon as possible, to ensure quick resolution. If the conflict exists with the PM, and the team member does not feel comfortable approaching the PM, another trusted team member should be approached, so that a conversation is started with the PM and the issue is resolved, equitably and as soon as possible. If the team member still does not feel as if the conflict is resolved, it should be brought to a special event driven meeting to be resolved by team vote.