



Communications Memo

Weekly Team Meetings

When: Sunday

Where: Skyview Lobby or Library

Time: 8pm

Communication Methods: SMS messaging, Discord chatroom, Email

- SMS message, via a group chat, will be the primary form of communicating quickly
- A Discord chatroom will also be used for telecommunication
- Email will be used for communication of longer messages

Communication Expectations: Team members will check group chat and reply within a timely matter in order to be aware of impromptu meetings and/or important updates or questions. Team members are to be aware of deadlines as communication will increase closer to the completion date.

Impromptu Meetings: Impromptu meetings may be called by any member of the team.

Weekly Mentor Meetings

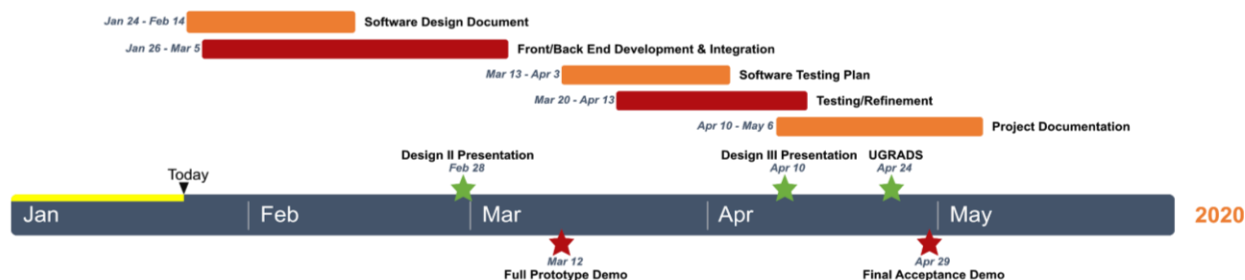
When: Mondays

Where: SICCS bldg

Time: 4pm

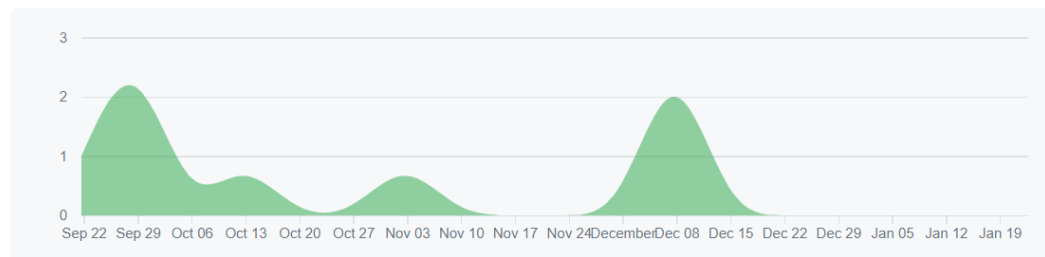
Expectations: Team must provide a weekly task report detailing previous, current, and upcoming tasks with the percentages of completion. Mentor expects team to report any roadblocks or issues and expects each member to explain individual tasks/progress at each meeting.

Gantt Chart



GitHub Commit Statistics

Contributions to master, excluding merge commits



Note:
Development has not started nor has any changes been made to the website

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