Communication Strategy Memo

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HapTech
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Introduction

The purpose of this document is to set clear expectations on weekly meetings, mentor meetings, and any other additional communication expectations.

Weekly Team Meeting

The team itself will be meeting on Monday at 1pm in the Raz Lab weekly. The purpose of these meetings will be to delegate tasks to each member. The meeting begins with each member providing a brief progress update, followed by a self-review if a deliverable was due. Any issues with existing work are addressed before discussing upcoming deliverables and assigning specific tasks. Impromptu meetings will occur over Discord if needed. If the situation is dire then we will meet as a team on Wednesdays.

Mentor/Client Meeting

The team will temporarily meet with a Mentor on Wednesday at 3:30pm in SICCS weekly. During these meetings we'll update our Mentor with our progress on our assignments. Our team will also be meeting with our client, Reza, on Wednesdays at 2:45pm where we will also be updating him on our progress.

Communication Tools and Expectations

Our team uses Discord to communicate with each other; email is used to communicate with our Client and our Mentor. Messages should be replied to within 10 minutes if they are important. As for communication expectations, our team will be professional and respectful. We will check Discord and our email daily. Attendance is mandatory, but if a member can not make it, they must contact the team to let them know. The present team members will then update them on everything that happened.