Team FloodBusters Communication Strategy

<u>Team Meetings</u>
- Team meetings will be held on Fridays from 3:15pm to 4:15pm every week.
- The location will be Room 102 of the Raul H. Castro Social and Behavioral Sciences (SBS Castro) building.
- These meetings will provide us with general updates on the project, reviews of the task report, and allow us to plan for the upcoming weeks.

<u>Communication Channels</u>
- We will be using Discord as our main form of communication with one another.
- On Discord we have different channels to sort our information. For example, discussion about the mobile app will occur in the mobile-app channel. The same goes for the other products we are working on like the computer vision and web application.

<u>Expectations</u>
- Lead time on calling impromptu meetings would be at least a two-hour notice to the team and communication on the subject.
- For response time, the expectation is to receive a response within 24 hours or communicated ahead of time on the matter.

<u>Mentor Meetings</u>
- Meetings with Vahid will be held every week on Wednesdays from 2:30pm to 3pm.
- The location will be the sitting area on the second floor of the School of Informatics, Computing, and Cyber Systems (SICCS) building. If not in-person, then the meeting will occur on Zoom.

<u>Mentor's Expectations</u>
- Vahid will receive a task report every week before the mentor meetings from the team lead Jennie. In the task report, Jennie will report what the current timeline is and express future plans for the upcoming weeks.