**Deliverable-3: Communication Policy for our Team**

**Discussion with professor:**

We will be using the Team\_04\_Instructor\_Project\_Discussion area on blackboard under Group Discussion Board to communicate with the professor and ask any questions related to the project.

**Discussion within the team:**

We will use “Team04\_Student\_Project\_Discussion” under Group discussion board on blackboard to communicate primarily as we feel that is the better way to reach any team member with project related discussions. We may also use UST email to communicate meeting invites. We also have created a Slack workspace (online chat) where we can discuss about the work.

**Weekly meetings:**

We will have our weekly in person meetings on Tuesday 4.30pm-5.30pm. We will use Google Hangout to share the screen with each other (when working remotely).

**File Sharing:**

All the work will be committed to our git repository on a regular basis. We plan to use GitHub to exchange documents. We keep each other updated using “Team04\_Student\_Project\_Discussion” once a task is completed and stay updated by checking blackboard forum at least once every day.

We will be taking the backup of our git repository once a week.