CS 50.32 – SRJC
SNAP Cats Team
Communication Protocol

Communication Etiquette

Text Messaging –
     Reserved for important communications, emergencies, and when no other communication method is available.

Slack –
     Used for official communications between team members and instructors.
     Slack is reserved for class related and formal communications between team-mates, class-mates, and instructors.
     Important team information and news must be posted to Slack, and all team-mates are expected to check Slack at least once a day.
  When using Slack good etiquette and organization is important:

- Respond to all messages from other people, acknowledging that you have read the new post and understand what is needed of you.
- No Pictures, videos, audio or outside links unless they are requested and directly related to the project. Otherwise, use Discord.
- No Clutter. We want to keep the Slack channel clean and easy to reference.
- Questions on the project should be posted to Discord first, unless they require an instructor or a quick response.
- Everyone is expected to check the Slack Channel once a day.

Trello –
     Used for sharing class information, scheduling, data, and agenda's.
     Team-mates are expected to check Trello at least once a day, and to update their personal progress ASAP.

Discord –
     For communication between team-mates.
     Primary communication style shall be text, but audio is acceptable if all team-members are able to listen.
     Requirements on etiquette are minimal, with listening to and respecting our fellow team-mates as our primary responsibilities.

Weekly Team Meeting

Platform: Discord
Time: Sunday, noon to 1pm.
Purpose: Checking-in, discussion, collaboration.

Communication Methods and Programs

Emergencies and Important Information which needs to be seen ASAP:
    Text Messaging

Weekly Meetings:
    Discord

Informal Communications:
    Discord

Team Related Questions:
    Discord

Formal Communications:
    Slack

Class Related Questions:
    Slack

Agenda's, Schedueling, Sharing Info
    Trello