**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.

**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

**Weekly Team Meeting**

Program: Discord

Time: Sunday, noon to 1pm.

Purpose: Checking-in, discussion, collaboration.