

Deliverable 2: Communication Policy

Our main within-team communication portal will be our UST email. We chose email because it is a simple tool that everyone is very familiar with; we don't have to create additional accounts or learn new platforms to use it. We can consolidate any alerts we get, such as Blackboard posts or updates from our VCS to a single location. It's also easily accessible while mobile, which is important to our team with our busy schedules. We expect each team member will check email most weekdays and potentially weekends unless previously noted, but we understand that a couple days may pass before the entire team can see and respond to emails.

We aim to stay organized and keep a well-balanced breakdown of tasks assigned to each team member, and with that we hope that a good portion of our work can be accomplished either remotely or during meetings before or after we meet for class on Wednesdays. In the event we need more collaboration time, we will first try to schedule online meetings via join.me. This meeting tool allows remote team members to gather for a video conference and provides very useful features like screen sharing, presenter switching and a mobile app. If we decide as a team that an in person meeting would be more appropriate, we've narrowed down days and times that typically work for us. At least one team member has class Monday, Tuesday and Wednesday evenings. That leads to the best potential meeting times to be Thursday or Friday evenings, or weekends as we can.