

To: Austin Sanders
From: SciKids
Date: January 23, 2019
Subject: Team Communication Agenda

For the start of this semester, the team will provide a procedure to call impromptu meetings and set times for weekly team and mentor meetings. The weekly mentor meeting is scheduled for Mondays at 12pm. This meeting is used to provide updates on tasks that the team has either completed, are in progress, or is scheduled for the future. The team will provide a gantt chart displaying current team progress, a task report listing items the team is working on, and a Github print out showing statistics about team contributions.

The team has agreed to meet weekly on Wednesdays at 1pm. This meeting will allow the team to talk about progress that has been made or project implementations that will be occurring in between the current meeting and the next. This meeting will also allow the team to bring up issues or concerns about the project or team dynamics for the rest of the team to address.

The team's main communication method is through Facebook Messenger. Another form of contact is through text message. Both ways allow members to communicate with each other in a fast and concise manner. Any member of the team can call an impromptu meeting to discuss roadblocks that have occurred. The team member should provide information on the problem to allow the team time to think of possible solutions they can bring to the impromptu meeting. The team should meet within the next 24 hours of an individual requesting a meeting.

Sincerely,

Scikids