



Operation RM
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Subject: Team Communication Strategy

To: Tayyaba Shaheen

From: William Rogers, Isaac Faulkner, Nick Henderson, Andrew Miliza

Every Thursday at 6:00 pm the team will meet for a minimum of 30 minutes until the date of May 10th, 2024. During this proposed meeting time participants will voice their questions, comments, and concerns ensuring that the team is all moving at the same pace. Furthermore, these meetings will be used to plan the next course of action to reach the client's end goal.

The team will communicate via a Discord server. This server is meant to provide the team an effortless bridge of communication which can be used to exchange thoughts and questions concerning the project. The server will utilize varying channels to organize the subject matter of communication. Team meetings will be planned through Discord and may take place either in person or through Discord.

Impromptu meetings are to be suggested through the Discord server addressing each member of the team via '@' command. These meetings are necessary when the team reaches an impasse. Impromptu meetings are not guaranteed to occur; however, in the case that this type of meeting is called it is mandatory.

Client meetings will take place every Wednesday at 1:30 pm until the date of May 10th, 2024. The purpose of this meeting is to provide the client with updates to our progress, as well as to discuss debugging issues that the team may come across through development.

Mentor meetings will occur every Thursday at 4:30 pm. The team will meet with the mentor Tayyaba Shaheen until the date of May 10th, 2024 for 1 hour, or as much time as required. In preparation for this meeting, the weekly task report will be emailed to the mentor, and all team members will be prepared to share development progress with the group and mentor.