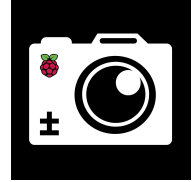


Memorandum



To: Volodymyr Saruta

From: Champ Foronda

CC: Joshua Holguin, Seth Burchfield, Brigham Ray, Brandon Thomas

Date: January 19th, 2021

Subject: Communication Strategy

Our team will have two mandatory team meetings each week. Our team meetings will be every Monday and Wednesday from 5:15pm - 6:15pm MST. Monday meetings will be utilized to help finalize tasks, implementations, and pair programs. Wednesday meetings will serve as a planning session for that week. During this meeting, we will determine what tasks need to be created and which task each team member will be assigned to.

For impromptu team meetings, our team will be considerate of any team member who will not be able to join, thus, members who are not able to attend the impromptu meeting due to class conflicts, work-related duties, family-related emergencies etc. will be excused from the meeting.

Scheduling of impromptu meetings and any contact between team members will be conducted using our team's method of communication, Discord. The response times between team members will go as follows, any message between 6:00am - 6:00pm must be responded to on the same day, however any message sent outside of that timeframe will require a response the following day.

Our client meetings will be held every Thursday from 4:00pm - 5:00pm MST on Zoom. In terms of communicating with our client outside of meetings, our team will be using email for any progress updates and additional questions that our team or our client may have.

Our team mentor meetings will be held every Tuesday from 5:00pm - 6:00pm MST on Discord. Each team mentor meeting our team will deliver a detailed and concrete task report that will show tasks that have been completed since the last meeting, tasks that are currently in progress with individual assignment percentages, and any upcoming tasks, along with an updated Gantt chart, and any commit statistics from our GitHub repositories.