**Recipe/Cookbook Web App Communication Policy**

**State roles**

* Project manager - Cam Medsker
* Lead Developer - Zachary Chandos
* Support lead - Aidan Wyman
* Client liaison - Brayden Steffen
* Web content manager - Jonathan Scott Fulkerson
* IT administrator - Zachary Chandos

**State expectations/guidelines for content of internal communication:**

All internal communication will be kept professional and respectful. All propositions will be taken into consideration, and all opinions will matter.

**State expectations/guidelines for content of external communication:**

Any external communication will be communicated professionally and intellectually. We will make sure to properly represent our project, and share only public details.

**State expectations/guidelines for tone of communication:**

A calm, respectful and professional tone will be used at all times while communicating internally and externally.

**State expected format and frequency of any meetings:**

Team meetings will be held regularly as needed but will vary depending on schedule availability of team members. Any other unplanned meetings are also on the table depending on need such as if there is a pressing issue that needs to be addressed quickly.

**State mediums for any meetings (e.g. in-person, Zoom):**

Any meetings will be performed using either Discord video calls or Zoom video calls.

**State mediums for outside of meeting communications (e.g. phones, email, messaging):**

Outside meeting communications will be performed using Discord chat and shared google documents.

**Set expectation for tone of team interactions:**

Tone of team interactions will be professional and respectful.

**State strategy for conflict resolution:**

Any technological conflicts will be taken to our Support Lead. Our support lead will then try to help or fix these conflicts, and communicate them with the team and Project Manager accordingly.