Team B Communication Plan

#### **After-hours Communication Plan**

The weekend communication plan is as follows:

* Submit any rough drafts for Monday on Saturday night for comments via google docs.
* Final review of drafts on Sunday via Google Hangouts phone call.

Week-day after-hours plan:

* Communication as needed via Slack, Google Docs, Google hangouts, or other.
* Texting: only in time-sensitive cases
* Phone: only in emergencies

#### **Work hours plan:**

* In-person
* Daily start target: 9am
* Daily end target: 6pm

#### **General Communication Plan:**

Firstly, each group member should be conscious of the need to create an environment where it is safe to share ideas and where everyone gets to speak equally. Each member also realizes as growing and learning team members the importance of **practicing** creating such an environment. This is just the first of many teams we will work on!

Some particulars to foster a safe environment:

* Checking in with each other regularly on project status AND emotional state.
* Be mindful of interruptions by self or others. Make sure to loop back to people who have been interrupted or politely ask the interrupter to please wait so they can speak.
* Be open to other approaches and don’t be afraid to share ideas.
* Be ok with standing up for your ideas, but also be open to feedback.
* Make sure everyone has a chance to speak and contribute in equal proportions.
* Consciously check every so often to see if an imbalance of talking time or contribution is developing.
* We will trust each other to pull our weight and be accountable for our own work.

Typed up notes from meeting on Friday:

Attendees (all team members): Becca, Fletcher, Brent, Jacob

Checking in with each other regularly on project status AND emotional state is good

Be mindful of interruptions and make sure to loop back to people who may have been interrupted. Or, ask people to hang on so that they can speak.

Be open to other approaches and don’t be afraid to share ideas

Be ok with standing up for your ideas, but also be open to feedback

Make sure everyone has a chance to speak and contribute

Play to our strengths, but also take time to level up our skill sets

We will trust each other to pull our weight and be accountable for our own work

Make a clear plan for our product, but don’t be afraid to adjust course if needed