

Communication Plan Group 1

He Yang, Huanyu Bai, Yongxiang Chen

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Plan to communication Group 1

We are going to use weekly **teams** on *Friday* before noon to state our progress on the presentation: what our overall progress is, what we've done this week, and what we need to do next week. We will chat on **teams** about issues that we face or ask questions. *He Yang* is available from 6-10pm on **teams**, and *Huanyu Bai* is available from 4-8pm. *Yongxiang Chen* is also available 6-8pm on every day except for Wednesdays, so we will treat 6-8pm on all days but Wednesdays as our "available windows" for communication. If someone hasn't responded to an email within 24 hours or to a chat within 24 hours except incoming messages on Wednesdays, they'll be considered non-responsive. Our check-in meetings are going to be held on *Tuesdays* at 12pm for about an hour. We're going to store our presentation materials at this link on **Github**: <https://github.com/Richoyanghe/Conceptiona-Pre.git>.