Communication Plan Group 1

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Plan to communication   Group 1

We are going to use weekly emails 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 Discord about issues that we face or ask questions. [Name1] is available from 6-10pm on Discord, and [Name2] is available from 4-8pm. Name[3] 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 Mondays at 4pm for about an hour. We're going to store our presentation materials at this link on Drive: [link].