Communication Policy

Roles -

- **Project Manager/Client Liaison:**
  - Noah Ruckman
- **Lead Developer:**
  - Colby Koppelmann
- **Support Lead/IT Administrator:**
  - Alfredo Serrano
- **Web Content Manager:**
  - Josh Staton

Communication -

- **Internal Communication:**
  - Discord
- **External Communication:**
  - In person updates
- **Tone of Communication:**
  - Professional
- **Format and Frequency of Meetings:**
  - Casual weekly checkups to make sure everything is on track
- **Mediums for Meetings:**
  - Zoom/Discord
- **Outside Communication:**
  - Email
- **Tone of Team interaction:**
  - Casual/semi-professional communication

Conflicts -

- Conflict Resolution Strategie:
  - **Issues with the Project**:
    - If someone has an issue with the project, then we will come together as a group and find a way to solve the issue internally. If needed we'll escalate our concerns to the instructor.
  - **Issues With a Fellow Group Members:**
    - Contact the Project Manager and try to resolve the issue internally. If needed we'll escalate our concerns to the instructor.