**8 Communications Plan**

**8.1 Introduction**

Communication is a prerequisite for ensuring that a team operates effectively and efficiently on every task required of it. This communications plan will set the standards for all official forms of contact internally among its members and externally to its sponsor and project supervisor.

**8.2 Internal Communication**

**8.2.1 Team Meetings**

The team often meets informally after lab sessions to keep each other up to date on project progress with longer meeting later the same afternoon in necessary. These longer meetings are when we discuss concerns about the project or share information as well as assign tasks for the next week.

**8.2.2 WhatsApp**

The WhatsApp mobile application is the main channel of communication between all members of the team. This application allows for group messages to be sent and received quickly over the Internet and is used for day to day communication.

**8.2.3 Email**

Email will be used as a backup form of communication between team members should WhatsApp fail or in case of emergency as the channel of last resort.

**8.3 External Communication**

**8.3.1 Sponsor Meetings (Dr. Tiernan)**

Regular sponsor meetings are scheduled for every Friday at 4pm where the team will keep the sponsor up to date with the project and receive feedback about any concerns the team has encountered.

**8.3.2 Email**

Copies of official documentation that are to be submitted to project supervisor will also be sent to the sponsor to keep them up to date with project progress and to solicit sponsor feedback if necessary. Email will be used to communicate with the sponsor if an issue comes up that cannot wait until the official weekly meeting.

**8.3.3 Project Supervisor**

The team will be in constant communication with the project supervisor. Updates will be provided in multiple forms such as team status reports, individual status reports, and gate reviews.