ALY 6980: CAPSTONE

Week 2:

Team Communication Protocol for V2X Technology Implementation Project

Submitted To:

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<u>Team Communication Protocol for V2X Technology Implementation Project</u>

1. Weekly Meeting Time: Every Friday at 05:00 PM Pacific Time (PT) via Microsoft Teams.

2. Meeting Agenda and Lead: The meeting agenda will be set by the group and Professor and will be distributed to the individual members via Microsoft Teams, one day before the meeting.

3. Tool Used for Weekly Meetings: Microsoft Teams for video conferencing and screen sharing, Google Doc for taking notes and sharing materials.

4. Contacting Team Members Between Meetings: For urgent matters, team members can reach out to each other via Microsoft Teams direct messages or phone calls. Non-urgent matters can be discussed via Microsoft Teams channels or WhatsApp.

5. Tool Used for Reaching Out Between Weekly Meetings: Microsoft Teams for general communication, WhatsApp for task-specific discussion, and Email for formal communication.

6. Communication Tools Conventions:

> a. Slack: Use appropriate channels for different topics, e.g., #general for general announcements, #technical for technical discussions, #status for status updates.

> b. Discord: Create dedicated threads for each task or topic and use @mentions to involve relevant team members.

> c. Email: Use email for formal communication, such as sending meeting minutes or requesting documentation. Use descriptive subject lines and CC relevant team members.

> d. Google Docs/Sheets: Use for collaborative document editing and sharing. Ensure documents are well-organized, clearly labeled, and accessible to all team members.

> e. Microsoft Teams: Use for virtual meetings and encourage camera usage for better engagement. Share screens, presentations, and other visual aids when necessary.

7. Documentation: Maintain a centralized repository of project documentation, including meeting minutes, progress reports, and technical documentation. Use Google Drive or MS Teams for storage and collaboration.

8. Confidentiality: Respect confidentiality when discussing sensitive information, such as personal details or proprietary technology. Use secure communication channels, like encrypted emails or messaging apps, when necessary.

9. Response Times: Strive to respond to messages within 24 hours, except for urgent matters, which should be addressed promptly.

10. Feedback and Concerns: Encourage open feedback and raise concerns constructively. Address conflicts respectfully and professionally, escalating to the Professor if needed.

11. Updates and Changes: Communicate changes or updates to the project timeline, deliverables, or requirements to the entire team promptly.

12. Code of Conduct: Adhere to a code of conduct that promotes respectful communication, active listening, and inclusivity.

By following this Team Communication Protocol, we aim to establish clear and effective communication channels, foster collaboration, and ensure the successful implementation of the V2X technology Capstone project.