**Communication and Collaboration**

**Face-To-Face Meeting Times**:

* General Team Meetings
  + Purpose of the general meeting is for team members to discuss and ask questions concerning the deliverables for the assignments due that week
  + Meetings are scheduled every Monday after class
  + The team will focus on the following topics:
    - Assigning responsibilities of each teammate
    - Finding the best approach to complete deliverables on time
    - Addressing issues with tasks

**Group Electronic Communication**:

* Email facilitates non-urgent communication and file sharing
* GroupMe
  + allows for real-time communication between team members via text messaging
  + Each member sends a weekly status report to the project manager to ensure everyone is completing the tasks at hand
* Google Docs
  + Enables the group to work in a collaborative manner on tasks
  + Collectively review and finalize the work of each team member
* Google Hangouts
  + allows for real-time communication between team members and/or professor/client

**Collaboration Plan**:

* Collaboration via Google Documents
  + Every member has access to documents at every stage and is able to makes edits after reviewing drafts
* Project Manager
  + Notifies members of upcoming dates for deliverables
  + Manages the weekly status reports and updates completed tasks on the Gantt chart
  + Gathers up project information each week into a Powerpoint Presentation
* Technology Manager
  + Leads implementation on the front and back end of the application
  + Communicates to the team requirements needed to oversee development
* Document Manager
  + Organizes notes of tasks to be completed for each stage
  + Creates a weekly agenda for the client/professor
  + Records ideas and concerns during weekly status updates and meetings