CIS 424 Documentation – Communication/Collaboration Policy

**Internal/External Communication:**

All Doc group members will utilize several methods of communication between other group members and group leaders:

1. Chat programs (Microsoft Teams, Github) – will be used as a communication tool between group members collaborating on a particular project, as a temporary discussion board, and as a secondary tool for contacting the DGL.

**Group Liaisons:**

The Doc Staff will act as liaisons to other project groups. They will be the representatives from the Doc group that meets directly with the other GROUP LEADERS. The duties of a group liaison are as follows:

1. When interacting with another group, remember that you are a representative of the Documentation Group. Thus, you possess the same authority as the DGL, and can enforce the standards set forth by the Documentation Group and the Leader.
2. Collect documents from the group leader.
3. Contacts the group leader several times a week concerning new documents, updates to existing documents, question, comments, and problems.
4. Relay any messages or news from the group leaders to the DGL (if necessary).

The DGL will act as liaison to not only another project group, but also to Dr. James as well. The DGL will also communicate with the other group leaders at least on a weekly basis.

**Doc Group Leader:**

The DGL will review the electronic discussion board every Sunday and communicate unresolved issues to the appropriate group leader(s) or member(s). These communications will serve as status updates for the other groups. The DGL will also communicate with Dr. James and the other group leaders weekly as to the status of issues.

**Doc Internal Communications:**

The Doc group members will e-mail a progress report once a week. This report also identifies the current status for the delegated group assigned to each member. The progress report must be sent no later than 12 AM on Sunday.