# Team Communication Plan

Team

Fellowship of the

## Team members and contact details

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone number** | **Email address** |
| Hieu Hanh Tran | 0424886789 | tran.hanh3012@gmail.com |
| Shirish Maharjan | 0426708769 | 001shirish@gmail.com |
| Arik Maharjan | 0416471850 | arikmaharjan@yahoo.com |

Excellent communication between team members is one of the important factors to a successful project. With the amount of applications at our disposal and the magic of internet constant communication is very easy to achieve. This document aims to communicate the communication process that is to be followed during the entire duration of the project. This document also communicates the rules and regulations for communication that needs to be followed so that there is no hindrance in the development of the project and the personal life of the team members.

For better communication several modes of communication will be used by the team. The modes of communication are as follows:

***Face to Face Meeting***

What better way to communicate ideas and views than face to face meetings. This will be held every *Thursday 12:30-5:00 PM on campus.* This meeting will be the main mode of communicating important materials. Any ideas or issues that cannot be communicated via text, email or call will be communicated during this meeting. The first hour of the meeting will be used to communicate all the issues, discuss assignments, planning and to review team member task. The rest of the time will be used for face to face collaboration i.e. team members will have to do their work together in the Library. This time can be used to do complex confusing work which might require help from other team members.

***Telegram messaging app***

Telegram is an excellent tool for interactive communication. If team members need instant reply on something, this app can be used to do so. Frequent updates about what’s going should also be discussed over here.

***Email***

Email can be used for communicating and transferring documents between team members. All messages that do not require immediate reply can also be sent using email.

***CSU Prexip Platform***

Prexip will be used to conduct online meetings between team members every Monday night. The main purpose of this meeting is to prep for the class meeting with the lecturer. All reports and tasks will be reviewed and all details that needs to be conveyed needs to be done in this meeting.