**Title: Module 2 Assignment – Team Communication Protocols**

**Submitted By**

Hricha Adhikarj

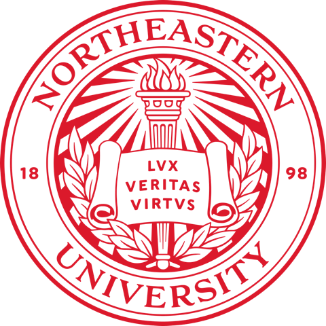
Mounika Jakkampudi

Qiao Ma

Bowen Sun

Bingzheng Yan

Sunil Raj Thota



**Course:** ALY 6980 Capstone

**Instructor’s Name:** Prof. Dr. Goodwin, Matthew

**Date:** 10/03/2021

**Team Communication Protocol**

**Weekly Meeting Times:**

As most of us are residing in the USA and China, We have figured out optimal Timings throughout the week that best works for the Team.

* Mon – Fri – 8: 30 AM to 12: 30 PM EST & 4:30 PM to 11: 30 PM EST
* Sat & Sun – 4 PM to 8 PM EST

**Meeting Agenda and Weekly Meetings:**

We have decided to make a complete plan for the project from start to end in a detailed way. Weekly Meetings are scheduled in a rotating manner and this gives an ability for all the members in the team to focus and stay productive. Meeting Agenda mainly focuses on Progress on previous tasks, Focus on Current tasks, and Discussions/ Suggestions on the future Tasks in the project. By this, we all can support each other and effectively contribute to the project.

**Tools for Weekly Meetings:**

We are using Zoom and Microsoft Teams for Weekly Meetings and scheduled accordingly based on the agreement of availability of all the team members. Also, we are using Google Calendar to sync our schedules.

**Contacting Teammates:**

Since everyone uses the WhatsApp Application. We had created a project group in this and communicating effectively for any quick/ instant doubts/ concerns/ issues/ troubleshooting problems. This will be handy to use and easy to understand. Team members can contact and notify other teammates with pre-assigned questions or ad-hoc queries based on the requirement. The Team will be ready for any of the challenges and allocate the necessary time required.

**Communication Tools:**

We are extremely privileged to make use of Northeastern University’s suite of tools like Zoom Meetings and Microsoft Teams Applications throughout our project. We also created a group on Microsoft Teams App which is a collaboration technology that not only makes it easier for us to carry out our responsibilities but also assures greater project transparency and team accountability. Contextual comments, @mentions, and priority assignment capabilities are used to accomplish this.