SJSU

Sadie Davenport <sadie.davenport@sjsu.edu>

Communication schema ALASC

2 messages

Carlos Bugarin <carlos.bugarin@sjsu.edu>   Fri, Sep 10, 2021 at 1:12 PM
To: Mary Harrison <mary.harrison@sjsu.edu>, Jen Rasmussen <jenny.rasmussen@sjsu.edu>, Sadie Davenport <sadie.davenport@sjsu.edu>, Amelia Smith <amelia.smith01@sjsu.edu>, Gabrielle Visco <gabrielle.visco@sjsu.edu>, Kelli Roisman <kelli.roisman@sjsu.edu>, Elizabeth Kuykendall <elizabeth.kuykendall@sjsu.edu>, Alison Johnson <alison.johnson@sjsu.edu>, SJSU ALASC <sjsualasc@gmail.com>

Hello team

To create more consistency and follow up within the team, we would like to try the following communication schema. It might be a little bit of a learning curve but I think with a little practice it will help clear up your inbox. We will check in again during October's meeting to see if it seems to work for the group :)

1. **Create monthly check-in's between executive members and Chair or Co-chair.**
    1. Carlos: Kelli, Mary, Jen
    2. Sadie: Elizabeth, Gaby, Amelia
    3. Sadie and I aim to check in with y'all within 2 weeks after the executive board meetings.
2. **Follow a communication schema:**
    1. E-mail (occasional use, important info needed to be referred too)
    2. Google chat (Quick communication) (disadvantage: lacks shared thread)
    3. Google Rooms (track information for events coordinating events/social media/blogging teams, general updates, long-term communication)
        1. Social/Announcements
        2. Executive Meetings
        3. Events (additional rooms for each event would be useful)
    4. Text→ Super important things (unless otherwise specified by executive member)

If any part of this email is unclear please do not hesitate to reach out. Thank you and have a good day

Carlos

Carlos Bugarin <carlos.bugarin@sjsu.edu>   Fri, Sep 10, 2021 at 1:16 PM
To: Mary Harrison <mary.harrison@sjsu.edu>, Jen Rasmussen <jenny.rasmussen@sjsu.edu>, Sadie Davenport <sadie.davenport@sjsu.edu>, Amelia Smith <amelia.smith01@sjsu.edu>, Gabrielle Visco <gabrielle.visco@sjsu.edu>, Kelli Roisman <kelli.roisman@sjsu.edu>, Elizabeth Kuykendall <elizabeth.kuykendall@sjsu.edu>, Alison Johnson <alison.johnson@sjsu.edu>, SJSU ALASC <sjsualasc@gmail.com>

P.S. The google rooms and chat section are on the left hand side of your screen and should look like the following:

≡ M Gmail

Mail   ✎

📥 Inbox   33
☆ Starred
🕐 Snoozed
▷ Sent
📄 Drafts   8
🏷 ALASC   4
🏷 Information recordi   3

Chat   +

Rooms   +

📅 Executive meeting infor...
T   Team Sidney INFO 232-...

Meet

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