Team Communication Protocol

College of Professional Studies

Northeastern University, Boston

Presented By: Group 6

ALY6980: Capstone Project

Prof. Roy Wada

Date of Submission: Apr 17, 202

Team Members:

Amryta Panda

Sneha Prabhu

Durga Bhanu Nayak

Weekly Meeting Time(s):

Our team will hold weekly meetings every Tuesday and Friday from 3-5 pm EST.

Team Meeting Setup Person:

Durga Bhanu Nayak will set the meeting agenda and lead the weekly meetings. However, the role of setting the agenda and leading the meeting may rotate among team members to ensure equal participation and shared responsibility.

Meeting Location/ Tools:

Microsoft Teams

Team Members Contact Timings:

All the team members are agreed to be available for contact from **8 AM to 7PM** on weekdays.

When to contact other team members with concerns or questions between meetings:

If a team member has a concern or question that requires immediate attention, they can contact other team members via Microsoft Teams and WhatsApp. If the matter is not urgent, team members should wait until the next weekly meeting to discuss it.

Reach-out Strategy:

We will use Microsoft Teams and WhatsApp for reaching out between weekly meetings. We will establish specific channels for different topics or projects to keep communication organized.

Define the communication tools which we will use:

- **Google Docs:**

  We will use Google Docs for collaborative document creation and editing. We will use comments and suggestions features to provide feedback and track changes.

- **Microsoft Teams:**

  We will use Teams for instant messaging, video conferencing, and collaboration. We will set up specific channels for different topics, projects, and teams. We will also use the chat feature during meetings to share links or files.

- **Slack:**

  Slack channel will be used to connect with the sponsors for any spontaneous communications or questions to receive a better clarity for the data or objectives.