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**Communication Tools**

**1.1 Establish Communication Tools**

We will be using Slack.com as our main source of communication. Slack is a real time team communication system that will allow for instant communication between team members. Slack is accessible online and as an app on mobile devices through both the Apple Store and Google Play Store. In addition, slack allows for the creation of multiple “channels” which are essentially other boards with a specific purpose. There will be a channel where we will discuss general things, and there will be a channel named “Meeting\_minutes”, that will contain an overview of the discussions from in-person meetings.

**1.2 Communication with Project Managers**

Our designated Project Managers are: **Fnu jirigesi** and **Wenhao Zhang**. Both Managers will be added into our group in Slack. They will be added to all channels created in the group as an effort to keep them involved and informed. There will also be a specific channel dedicated to talking specifically and directly to them whenever necessary.

**1.2.1 Informal Communication**

Slack will be used as the informal form of communication with Project Managers. Informal communication involves quick questions, additional help, and asking for opinions or ideas.

**1.2.2 Formal Communication**

All formal communication with Project Managers will be handled through email. This would be in necessary in cases such as team leader sending weekly reports and updates, or reporting a team member for lack of involvement in project.

**1.3 Expectations of Team Members and Project Managers**

Each team member will create an account on Slack and join the group created by our team leader. Team members will be required to check Slack.com at least once a day in order to stay up to date.

Under the Meeting\_minutes channel, team members are required to sign off on the information posted about the in-person meetings we will be having, Project Managers should do the same. Sending a message with your initials and the date you reviewed the channel will be the accepted form of signing off and agreeing to the contents of the information posted. All team members and Project Managers are required to sign off on the channel discussions by the end of the next day after an in-person meeting (meaning you will have one day), failure to do so will symbolize that you do not agree with some of the contents in the post and you will be contacted by the team leader for follow up questions the following day. Team lead must assure that Project Managers sign off as well. If the team leader notices that they have not, it is their responsibility to contact them and make sure they do. This however does not excuse the other team members, if team members notice that neither the team lead or project manager has not signed off, it is our job to make sure they do.

**Weekly Availability Sheet**

**2.1 In-Person Meetings**

There will be a Google Doc set up with a day of the week and time table and it will formally be named “Availability Sheet”. In this table each team member is required to update their general availability for each week. This will give us an overview of what days’ team members will be available for in-person meetings. For the most part, in-person meetings will be held on Sundays between 4pm and 6pm on campus on the second floor of the library. If there is a team member that is not able to make it the Sunday meetings, the table will allow us to see our other options for meeting dates.

**2.2 Exceptions**

**Contact Information**

Along with the Availability Sheet, there will be a table provided at the bottom where each team member is required to write their contact information. This includes cell phones numbers, and emails or any other form of we can get in touch with you. These forms of contact are to be used in the event that we are not able to contact you through Slack.