**5.2 Management Reporting and Communication**

1. Team Lead project status reporting
   1. The Team Lead will provide the customer/management a project status report that contains a 1-2 sentence description for each of the following pieces of information:
      1. What was accomplished the prior week
      2. What is to be accomplished next week
      3. Issues the team is currently dealing with
      4. Potential risks
      5. Risks identified and being responded to in mitigation or contingency fashion
      6. A color value identifying the status of the project:
         1. Green - Everything OK
         2. Yellow - We're having some trouble
         3. Red - We're having serious trouble
   2. The status report will be signed off on by all team members and the project managers, and delivered via Canvas.
2. Team Member and Team Lead Communication
   1. The team will meet at minimum once a week each Sunday at 4 PM. Assignments and tasks will be considered, discussed, expanded on, and determinations will be made so that each team member is clear as to exactly what they should do.
   2. Constant team communication will be established through the use of Slack, an instant messaging tool. Each team member is expected to check
   3. The Team Lead will communicate to each team member their assignments verbally as well as listed in the meeting minutes for each week.

Upon receipt of the meeting minutes, each team member, barring any issues, is to initial in Slack once they have read the minutes. This signifies acceptance of any tasks assigned by the Team Lead to the Team Members as denoted in the minutes.