**5.2 Management Reporting and Communication**

**Selected Communication Methods**

**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 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 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”. Each team member is required to fill in what days and what one-hour time periods they are usually available on a regular basis. This will give us a general overview of what days’ team members will be available for in-person meetings. The days with the most overlap, will be the days that will be considered for in-person meetings.

Based on information that we have already gathered through the Availability sheet, in-person meetings will be held on weekends between 4pm and 6pm on campus on the second floor of the library unless stated otherwise and agreed upon by all team members. Other risks pertaining in-person meetings will be discussed in the mitigation plan.

**2.2 Exceptions**

If there is an in-person meeting that you know you will not be able to attend or there is a change in your general availability, there will be a Google Calendar titled “Exceptions”. In this calendar you will be able to add in a day that you will not be available. Team members are required to update the exception calendar every Sunday at 7 pm at the latest. If the calendar is blank or there are no entries for a team member it will be assumed that person has no exceptions and is fully available during the times specified in the Availability sheet. You are allowed to add in more in future 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 each other through Slack.

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.