Communication Plan

Describe what forms of communication you will be using and how they should be used.

## Email

Most communications should be via email. Anything that may need to be retrieved later should be communicated via email.

## Slack

Slack will be used for simple questions. Planning to meet someone etc. Only use slack for things that probably don’t need to be retrieved later.

## Meetings

Lab meetings will be held Friday 8am. Agenda and notes will be kept and stored in GitHub. The weeks progress, problems and other important issues will be discussed. The coming week will also be planned.