Team\_27\_M1\_D3\_CommunicationPolicy

Communication Policies:

* We will use Skype for business to conduct online meetings. Meeting invites are to be sent out at least 3 days prior to meeting. Each group member must accept or decline the meeting with response back to sender within 24 hours.
* Google Drive will also be used to share ideas and brainstorm in a more free-form format. The drive is shared to all team members via their preferred email account.
* The Team\_27 OneDrive will be an initial repository for assignments and communications until the git process has been formalized by the end of milestone 1.
* The team has determined that Sunday evening will be our dedicated meeting time. We’ll meet for 1-3 hours based on the need to collaborate and review project tasks and deliverables. We will use Skype as our meeting platform. If we require a face-to-face meeting we will meet on class day. The project deliverables and need for collaboration will drive the meeting frequency.