

EE486C – Project Design	
<i>Communications Memo</i>	
<i>Group: The Two Glasswings: Adam Beckermann and Isaiah Shipley</i>	
<i>Term/Year: Spring 2023</i>	<i>Date: January 27th, 2023</i>

I. TEAM COMMUNICATION STRATEGY

Weekly team meetings of the Two Glasswings will serve as a medium for the exchange of vital information pertaining to the project. This function is complimented by the presentation of short status updates by each of the team's members. The discussion of current project issues will garner strategies for how to overcome each issue. Plans for individual project work will be presented and put into place. Finally, the team meetings will serve as a mechanism for team cohesion, collaboration, and trust maintenance.

- A. Weekly meetings will take place on Tuesday at 10:00 am with Professor Shenkin and at 4:15 pm with Professor Nghiem (there was no time that all four of us could meet together).
- B. Meetings will facilitate the exchange of vital information, project updates by each team member, discussion of issues, planning for overcoming issues, and planning for future project work.
- C. Impromptu meetings will require a 24 hour lead time
 - a. These meetings will be facilitated by the communication methods detailed below

Team communication will be facilitated by email, SMS, Google Drive, and Microsoft Teams. Email and Microsoft Teams are communication mechanisms that are preferred by the team's faculty sponsors. A Microsoft Teams communication channel has been opened by one of the team's faculty sponsors and is their preferred method of communication and information exchange. Google Drive is the preferred container for the project's documentation and presentation materials. All team members and faculty sponsors are given full access to the project's Google Drive.

- A. Team member's may reach out through any of the listed communication channels and expect to receive a response within a reasonable time (3-4 hours during the business day).
- B. If no response is received, the team member who wishes to communicate will be responsible for reaching out through other listed communication channels until a response is received.
- C. After all communication channels are exhausted, non-responsive team members will bear full responsibility for project delays and failures as a result of this lack of communication.
- D. Emergencies that prevent team communication are exceptions to the above guidelines.

II. FIXED WEEKLY MENTOR MEETING

A weekly meeting with the team's GTA will take place during one of the three scheduled weekly GTA office hours on Tuesday, Wednesday, or Thursday between 5:30 and 7:00 PM, with Wednesday being the most prevalent of these times. These meetings will communicate critical project information, task reports from each team member, and current gantt chart with updates. Planning for future work will also take place.

A. Project information, task reports, updated gantt chart, and future work will be communicated.