

# Memo

**To:** Prof. Carlo Cunha  
**From:** SmartFan Team  
**Date:** 26 January 2023  
**Subject:** Communications

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## Communications Strategy

Our SmartFan team has agreed to meet weekly on Wednesday during lab hours in Engineering 234 for the semester to discuss progress or improvements regarding the project along with our GTA. The team will, additionally, meet on weekends or weekdays if the project requires more time. The lead time on calling impromptu meetings can extend to as much as necessary. We stay in touch via an SMS group chat for touch-base and planning situations. Our recommended response time for the SMS group chat is less than an hour at best. Since we have a shared Google Drive for the project, we can also converse using Gmail. We want to utilize our group time effectively by making product improvements and solidifying our team dynamics. We anticipate devoting significant time and energy to our project to produce a quality product. Our team will work more effectively if we complete our tasks individually and keep each other informed. Weekly group sessions will focus on problems or errors that require teamwork.

We have already contacted our client to set up fixed weekly meetings on Mondays at 12:30 PM at SICCS 223. When we need to discuss any pressing issues or opportunities, our team and Mr. Shenkins primarily connect via a Discord channel. If we cannot respond via Discord, Gmail serves as our backup communication channel. To ensure that we achieve Mr. Shenkin's expectations, we anticipate updating him on our progress every week.