Lab communication

All communication within the lab should be professional and collegial. All electronic communication within the lab should be brief and to the point. Face to face communication is encouraged.

**Slack**

Communication within the lab is primarily using Slack. This ensures that there is a separate means of communication that is research related. It is the responsibility of each lab member to maintain communication using Slack by having it installed on their computer and/or mobile devices. If you are new to the lab you need to ensure that you are a member of the Slack account as soon as possible. Redundant information will not be sent via email.

Slack is used for communicating among lab members using the different channels and between individual lab members using direct chats.

**Email**

Occasionally email will also be used for communication. The lab maintains:

1. an email list for within the lab &lt;greshamlab@googlegroups.com&gt;  
2. an email list for the entire fourth floor &lt;gregeleau@googlegroups.com&gt;

All lab members should be on both lists and should use the lists for sending emails to the entire lab or floor where appropriate. If you are not receiving emails from these lists, notify the lab manager.

**Google Calendar**

A google calendar is maintained for the purpose of scheduling lab activities. Lab members should indicate on the calendar:

- regular activities such as teaching  
- vacations/periods away from the lab