

APRIL 3, 2025

MEETING & COMMUNICATION PROTOCOLS



ASTRALUX MEETING & COMMUNICATION PROTOCOLS

Our meeting and communication protocols for the *Sidera I* program are designed to ensure clear, consistent, and efficient collaboration across all teams. This includes regular touchpoint for AstraLux Program Management, Systems Engineering, Hardware, and Software to align on key deliverables and progress.

The *Meeting Protocol Matrix* outlines the schedule for each meeting, including the type of meeting, participants, and its frequency, ensuring all stakeholders are kept informed and engaged throughout the program lifecycle.

Team	Meeting	Frequency
All	All Team Task Sync	Bimonthly
	Meeting Minutes Link:	
AL Program Management	Customer Meeting	Biweekly
	Program/Systems/Hardware/Software Management Sync	Weekly
	Meeting Minutes Link:	
AL Systems Engineering	Systems Team Task Sync	Weekly
	Meeting Minutes Link:	
AL Hardware	Hardware Team Task Sync	Weekly
	Meeting Minutes Link:	
AL Software	Software Team Task Sync	Weekly
	Meeting Minutes Link:	