

## Communication Strategy Memo

**DATE:** January 18th, 2022

**TO:** Han Peng

**FROM:** Team CareerNet

**SUBJECT:** Capstone Communication Strategy

### **Team Meeting Expectations**

#### **Team Meeting Times:**

Our usual weekly meeting will take place *Tuesdays* from *3pm - 4pm* in person at the NAU SICCS building. In the off chance that we need an impromptu / emergency meeting, we can schedule those on *Sundays* at *2pm* (with possible time changes). Extra team meetings will usually be scheduled on our normal Tuesday meeting days, and should only be called at the latest on Thursday night to allow for group members able time to prepare for the meeting.

#### **Communication Tool:**

We will be using discord as our primary communication tool. The discord is divided with several different text channels to be used based on what topic is being discussed (ideas, meeting-talk, monthly-deadlines, etc). Team documents, planning, and questions can all be posted on this server to make sure we are all on the same page. Additionally the voice channels will be used if we need to hold an impromptu meeting.

### **Mentor Meeting Expectations:**

#### **Mentor Meeting Times:**

Our weekly mentor meeting will take place *Tuesdays* from *2:30pm-3pm* in person in the SICCS building.

#### **Task Report Expectations:**

A paper copy of our weekly task report will be delivered at the start of each meeting. The report will have up-to-date details of currently assigned, upcoming and completed tasks. The report will also include an updated Gantt chart depicting our current progress, as well as commit statistics from our Github repository if necessary.