

# Communication Strategy Memo



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Project Sponsor: Terry E Baxter

Faculty Mentor: Dr. Michael Leverington

Mentor: Daniel Kramer

Team Gaming Ed. has developed a team communication strategy in order to set the communication expectations for all team members. The team has also set weekly meetings with our mentor Daniel Kramer in order to get feedback on capstone material and get assistance on navigating what parts of the project to focus on or do next.

The team is using Discord for internal communication between team members. There is a Discord channel where all team members can message each other, video chat, voice chat, and even share screens. Team meetings are scheduled to be every Tuesday at 3:00pm online over Discord. Each team member is expected to be in the Discord channel at 3:00pm every Tuesday unless otherwise agreed upon by all team members. As the team lead, Grace will post agendas on Discord before each team meeting so that the meeting runs smoothly and other team members can be briefed on what is going to be covered before the meeting starts. Inside Discord, the team has the ability to schedule emergency meetings in case a team member hits an impasse and needs assistance to move forward. This is done by sending a message inside the team's Discord channel. All Discord messages should be answered within 24 hours so that team members can accomplish their sprints as soon as possible. Consequently emergency meetings should be scheduled at least 24 hours before the meeting start time.

The team is opting to use email for communicating to the team's mentor and the team's sponsor. Grace has the role of customer communicator and will be the person creating and sending the emails to the mentor and sponsor.

On September 2, 2022 the team has officially scheduled a weekly meeting with our new mentor. The weekly mentor meeting schedule is every Monday at 9:00am at the SICCS: Cubicle 301E-7. If a meeting needs to be online due to the meeting day being on a holiday the mentor will have the option to change the meeting to be online instead of in-person. Each team member should roughly talk the same amount of time during each mentor meeting in order to earn full credit from the mentor. Chayson will be the one creating and handing in the hard copy task reports to the mentor at the beginning of every mentor meeting. The task reports will help catch up the mentor on activities completed in the past week, activities currently in progress, and upcoming activities. All task reports will be accessible by team members inside the team's Google Drive as well as being posted in the task report section of the teams Discord channel. Brett will be in charge of creating the meeting minutes for all meetings which will be stored in a shared Google Drive where all team members will have access.

In conclusion the team is well prepared for effective communication between the team members, mentor, and sponsor. Most communication internally within the team will be done over Discord while most communication between the sponsor and mentor will be done via email. The mentor meeting times are scheduled as well as the team meetings. With these communication strategies the team will be well prepared to communicate effectively and efficiently.

## GitHub Statistics

GitHub will be the main source for sharing code for the project. Currently there are 221 additions and 197 deletions over 51 files. All pull requests have been merged. Brett's "Capstone-GamingEd" repository has served as the repository for the project. Figure A is the activity status for the team's GitHub repository.

## Gantt Chart

Figure B is the tentative plan for Gaming Ed's progress into the Fall semester. Brett Lewerke is the one who manages and schedules tasks for the group concerning the RTX project.

Figure A - GitHub Statistics

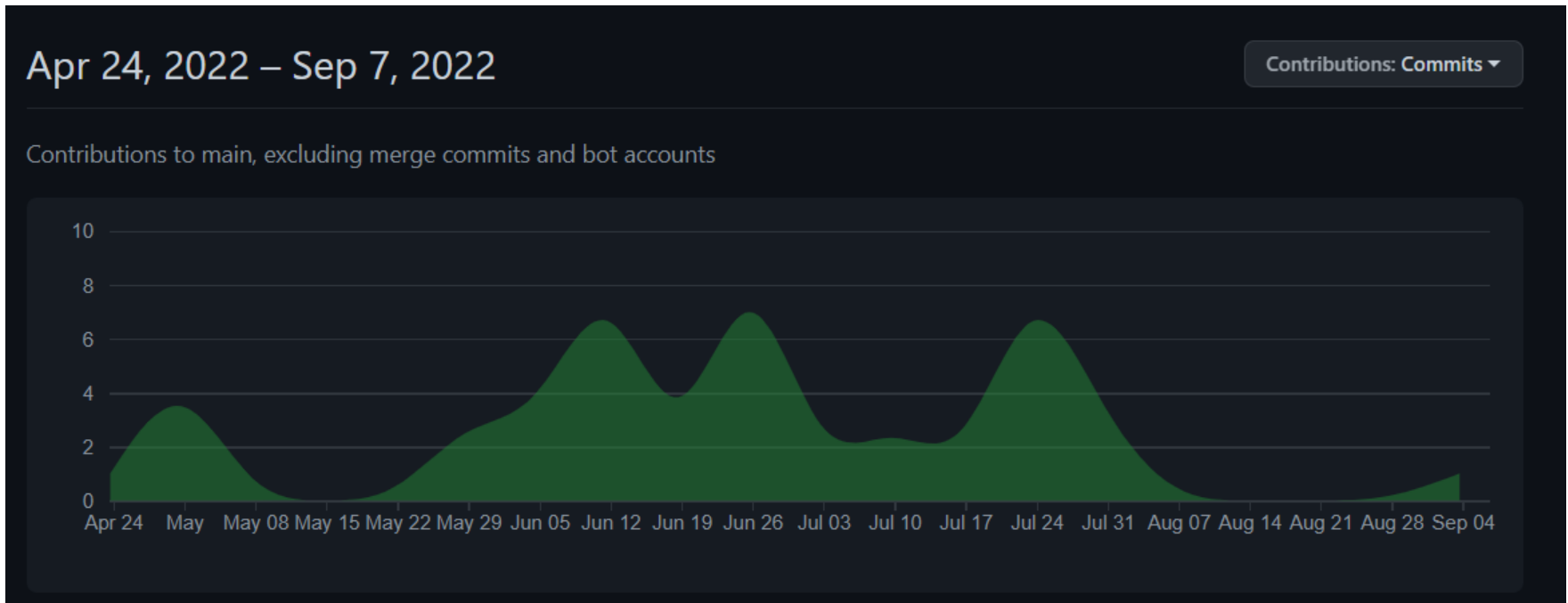


Figure B - Gantt Chart

