



Communication Strategy Memo

Modified on 10/8/2025

Cyber Recon

HighViz Security LLC

Karthik Srivathsan Sekar

Zachary Garza, Sean Weston, Jared Kagie, Christian Butler

Meetings

We will have weekly meetings (in-person) **every Wednesday at 12:45pm** as a team, and it is mandatory to meet at every single meeting for at least 75% of the scheduled meeting time. In the unlikely and unfavorable scenario in which a team member cannot make a meeting, they should communicate at least 12 hours in advance to the meeting time. In this circumstance, there must be an additional meeting (over Discord or in-person) in the next 36 hours after the missed meeting had started. For in-person mentor meetings, it will take place **every Thursday at 1:30pm**. Attendance for these meetings are required and expected. On top of this, it's important to take notes during these meetings. It's expected that work due that week will be due before the mentor meeting, and that during the meeting, we will discuss the submitted work as well as upcoming due dates and important information regarding the class.

Meeting Preparation & Agenda

Leading up to meetings, the team lead should identify the topics to discuss. If any other team member wants to add content to the meeting agenda, they can bring it up to the team lead either before the meeting, or if the meeting time allows, during a meeting. In the case the team lead cannot make a meeting, a communal effort from all attending team members is needed in order to decide the meeting topics of whatever was covered last meeting.

Communication

We will mainly be using Discord to communicate with one another, so it would be ideal to have notifications on, as well as having Discord on your mobile device. Email will be used in order to communicate with the client, and should be monitored at minimum daily. The response time for Discord messages are expected to be within an hour after a message is received if it's clear a message is directed towards a recipient. It's understandable if the recipient of the message is busy and cannot get back within that one hour timeframe. In such a circumstance, some leniency is given, but only if the late response time is acknowledged and communicated. Again, this rule only applies to messages that a recipient is required to answer back, such as a question, poll, or reminder of a task. Anything not pertaining to a team member ***specifically*** does not need to be responded to.

Communication Channels

There are multiple channels in which to communicate within our team's Discord, and each channel has a description that details what messages are to belong within it. Each team member is expected to view these descriptions before sending messages to ensure all communication is easily understood, organized, and maintained.