

## **CS 486C Capstone Project**

### **Team Communication Strategy Memo**

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#### **Team Communication Strategy**

##### **Weekly Team Meeting (Mandatory)**

- **Time: Friday, 11:30 AM – 12:30 PM (in-person)**
- **Attendance: Required for all members**

##### **Additional Coordination and Escalation**

If a team member encounters a blocker, they are expected to contact teammates immediately to attempt resolution. If the issue cannot be resolved internally, the client will be contacted for guidance. Emergency meetings may be called as needed; waiting until the next scheduled meeting is not acceptable when progress is stalled.

##### **Communication Tools**

- **Discord: Primary team channel (includes capstone mentor)**
- **Microsoft Teams: Communication with the client**
- **Group Text Message: Developer-only channel for urgent issues**

##### **Meeting Management and Responsiveness**

The team member who requests a meeting is responsible for leading it. Zoom AI Assistant will be used to generate and share meeting summaries. Expected response time across primary channels is 10–15 minutes during active working hours.

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#### **Mentor Meeting Plan**

##### **Weekly Mentor Meeting**

- **Time: Tuesdays, 3:30 PM – 4:30 PM (in-person)**
- **Attendance: Required for all members**

##### **Progress Reporting**

Each meeting will include a concise report of completed tasks, tasks in progress with ownership, upcoming tasks, and any design or coordination challenges. The team will use the provided Task Tracker template unless another format is approved. GitHub activity and other contribution indicators may also be used to assess progress.