

Team Experience66



Communication Strategy Memo

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Team Members:

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Client:

Mike Talyor, Mark Manone

Mentor:

Scott LaRocca

Overview:

The goal of this document is to ensure the team starts the semester with a clear, explicit, and shared communication strategy.

Communication Strategy Memo

Part 1: Team Communication Strategy

Team defined communication plan for the CS486C Spring 2026 semester:

- A mandatory weekly, in-person (or zoom when necessary) team meeting:
 - Every Friday 2-3pm
- Emergency meeting when determined and agreed upon by the whole team:
 - Wednesday 11:15-11:55 am, online/on call
- Communication tools:
 - Discord for team and mentor communication
 - Email for clients communication
- Clear expectations:
 - Reply/acknowledge messages within 4 hours but if it's something marked urgent then expect to reply/acknowledge within an hour.
 - If any changes are needed it needs to be discussed with the group before finalizing them.
 - Decisions are made as a group majority, if there's no response their vote is null.

Part 2: Mentor Meeting Plan

- Mentor meetings:
 - Every Friday 12:45-1:45 pm (online when necessary)
- All communication prior to meeting will be done on Mentor channel in Discord
- Task tracker updated and presented every week