**Capstone 06 Online**

**Instructions:**

The online task for today follows from the team discussion on this week’s plan .

**Network Administrator:**

1. The minutes of the meeting are circulated by the record keeper (the person who makes notes)
2. The Network Administrator writes to the HR keeping the Team Lead in cc with a request for improved network cables.
3. S/he also needs to write a mail to each of the sub-teams asking them if they need any accessories, (including hardware or networking equipment), or any other assistance from the Network Administrator.
4. Send a Daily status update

**Team Lead:**

1. The Team Lead writes a mail setting deadlines for each sub-team to finish the tasks discussed in the meeting today.
2. S/he also sends a mail to all the members scheduling a presentation for the Research and Development Team. In the mail, you ask the HR to check if the conference room is available.
3. Reply to the Network Administrator
4. Prepare a daily status update

**HR Representative:**

1. The HR sends a mail to all the sub-teams asking for the submission of bills for expenditures incurred so far.
2. Reply to the Network Administrator
3. Send a daily status update
4. Confirm the availability of a conference hall for the meeting to the Team Lead.

**Development Team:**

1. The Development Team mails the Research Team asking them for inputs on the project. They can ask if the current program is likely to meet system user requirements and request them if the two teams can present their findings the following day.
2. Reply to the Network Administrator
3. After receiving a reply from the Research Team you can ask the Team Lead to schedule a meeting with all members for the presentation.
4. Send a daily status update

**Research Team**

1. The Research Team replies to the Development Team offer to make a presentation the next day.
2. Reply to the Network Administrator.
3. Send a daily status update

**Important:** Please cc the mentor in all mails and remember to send a daily status update report to your Team Lead