

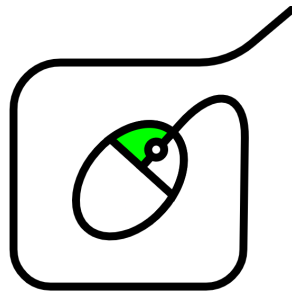
# Communication Strategy Memo Version 1.0

17 January 2022

SuperGeeks

CS 486C  
Capstone Experience

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**Team Members:** Tim Giroux, Kyle Austria, Gustavo Valencia, Pengfei Liu

**Clients:** Dr. Marco Gerosa, Dr. Igor Steinmacher

**Mentor:** Felicity Escarzaga

**TO:** Felicity Escarzaga

**FROM:** SuperGeeks

**DATE:** January 17, 2022

**RE:** Team communication standards for the following semester

Communication between the SuperGeeks team and Felicity Escarzaga will be accomplished through email and Discord. SuperGeeks team members are responsible for checking their emails and Discord regularly for important information. A mentor meeting has been scheduled for Mondays at 9:30am. These meetings can be in person at the SICCS Cafe or virtual via zoom or Discord. A task report will be delivered to the mentor at each mentor meeting, as well as a verbal update on general team progress. This should include references to the GeekSurvey GitHub repository.

SuperGeeks have scheduled three recurring team meetings as shown in Figure 1.

Day	Time	Type
Tuesdays	4-6pm	Online
Wednesdays	10-12pm	In-person
Fridays	10-12pm	In-person

**Figure 1: Recurring Team Meetings**

In-person team meetings are to be attended at the 3rd floor Science Annex on campus at NAU. Attendance is expected for all team meetings. If a team member is absent, the absence will be recorded and the team mentor will be notified. Online meetings can be attended through a Discord voice call or availability through Discord text chat.

Recurring team meetings are subject to change in the event that team members schedules change or the meeting times are found to be suboptimal. Team meeting changes or additions (including impromptu meetings) will be negotiated as needed through regular communication channels. Team members are held accountable to respond to Discord, email, or text message within 24 hours.