

Meeting/BrainStorm Plan Memo

Hi All,

We are scheduling our quarterly report/brainstorm in room 345 **at 9:15 am on June 30th, 2021**. Some of our previous meetings have been a little unfocused, so I want to affirm that this meeting will not go past 3:00 pm under any circumstance. We have a lot to cover, and we need to stick to the big topics. To help stay focused on each topic, I want to ask each team to compose a quarterly report. The report aims to summarize what the team has been working on the past quarter, what goals they achieved, what goals came up short, and the strategy to fix the problem that led to them coming up short. If the problem lies in another team, such as Team A not providing material to Team B, mention it.

Micheal and I are going to break the meeting up into five 45 minute stages. First, our programming team will go, second, the art team, third animation team, fourth level design team, and fifth our quality assurance team. Each team needs to explain what they achieved this quarter, secondly what they fell short on, if any, and thirdly what problems arose that need to be fixed. For example, If the build server crashed or is unstable, communicate this to solve the problem. Fourthly, I want you to explain what actions need to be taken to better assist in reaching your goals next quarter. If there was a problem with another team not providing required assets, mention it. To productively solve problems, we need to know they exist first.

After lunch, we will transition to our brainstorming session. The goal behind this is to figure out any potential flaws in our game design, character composition, or any potential problem related to the game. We will have the most recent game build in the meeting room for everyone to play. We will also have music and a few snacks. We will have a little hat where everyone can place their concerns about the game so far or ideas they believe would enhance the game. The design team will read every suggestion and adjust accordingly.

After the meeting also, I want everyone to complete an anonymous survey. The reason for this is to make sure teams do not present any dysfunction and determine if another member needs to be transferred.

We are less than six months from alpha release. Let's finish strong!

I look forward to seeing everyone tomorrow.

Gavin T McRoy

Chief Executive Officer

Company Update Email

Hi Everyone,

We are one month away from launching our title. First, I want to thank everyone for their dedicated hard work and unwavering commitment to this game. You guys indeed poured everything in, and I am honored to say I manage a world-class team.

However, we still have critical functional issues with our game. Our combat system needs substantial play testing, and there are hundreds of bugs that must be fixed. If we release in this current state, the game will crash hard, and the company will more than likely spiral. We would have no choice but to sell the company. There is no way for us to survive without a world-class product. We cannot afford to delay the release date either; we have an incredible hype train behind our title, making it crucial that we meet the deadline. So I want to ask everyone when you go home tonight to talk with your significant other, family members, or whoever cares the most about you, and tell them the company needs you for one month. I need you guys to come in early and stay late. I will be here with you; I'll buy you dinner and be there for you the entire way. We have one shot in the chamber, and we cannot afford to miss the target. We have no choice but to hit the bullseye.

I understand this demand is difficult to satisfy with families and other things going on in life. But this is our one shot at becoming world-class, at placing us on the international radar. So if anyone is concerned, I highly encourage you to contact me. We will get through this together.

Again I want to give another tribute to the fantastic work you guys have produced so far. Let's make something world-class.

Thanks

Gavin T McRoy

Chief Executive Officer

Rubric (1 = excellent, 2 = good, 3 = subpar)

Audience Analysis

1. Information provided is appropriate, meaning not a lot of technical jargon or information that may be confusing. Clear and appropriate to employees
2. Information given goes a little out of bounds. Very few examples of technical jargon or information that may be confusing to employees. Relatively clear
3. Information goes far out of bounds. Too many examples of technical jargon or information that is confusing to employees. Hard to understand and maybe a stressor to employees

Conventions

1. Direct, not excessively formal. No Buzzwords that do not add precision or clarity
2. Relatively straightforward but a little formal. It May contain a few buzzwords.
3. Overly formal and not direct. It May contain multiple buzzwords.

Formality

1. No grammatical issues, follow standard English conventions, no slang or idioms. Speaker is familiar with the audience.
2. Minor grammatical issues that do not affect understanding follow most English conventions may contain a few slang words or idioms. Speaker seems somewhat familiar with the audience.
3. Grammatical issues that affect understanding. English conventions are not followed appropriately and may contain multiple slang words or idioms. Speaker does not seem familiar with the audience.

Sensitivity

1. Use gender-inclusive language such as he, she, they/them. Use accepted racial and ethnic terms (African American instead of black) and language that is respectful to who people are. Not overly cold and mechanical, but sincere and understanding
2. Some usage of he and she out of context or ethnic terms not standardly accepted. Relatively respectful of who people are
3. Does not use gender-inclusive language, does not use accepted racial and ethnic terms. Not respectful of who people are

Tone

1. Writing is very confident, courteous, and sincere. Uses appropriate emphasis when necessary. Stresses the benefits for the reader. Writes at a proper level of difficulty given the audience
2. Writing is relatively confident, courteous, and sincere. Sometimes a little too much emphasis. Mentions the benefit occasionally. Writing level may be slightly above the given audience.
3. Writing isn't confident, courteous, or sincere. Does not use appropriate emphasis. Does not stress benefits to the reader. Writes at an inappropriate level of difficulty given the audience.

Justification

Starting with audience analysis, The two documents below do not contain any technical jargon that anyone on a software engineering team would not understand. There are no fancy business terms or complex models described. The information is also appropriate for employees; for example, there isn't any information about the company revenue or how much more money is required to reach a goal. The information is kept appropriate for employees. It seems risky to mention selling the company to my employees, but I want transparency in communication. It also outlines the actual danger of the upcoming issue acting as further motivation. I would score audience analysis with a (1.)

Next, both documents contain appropriate conventions, with no mention of buzzwords and no excessive formality. The document communicates the problem at hand, what to expect, and for how long. There isn't any side conversation occurring either; the writing is focused and concise. I would score conventions with a (1.)

Next, both documents have no immediately noticeable grammatical issues, violations of standard English conventions, or any slang whatsoever. Both documents contain the familiarity with the audience. It's relatively apparent that I communicate to my team about a particular set of issues or inform them of something. I am talking to everyone on the team and do not single out any specific branch. I ensured not to give examples involving departments that exist within the imaginary company to prevent stereotypes. For example, instead of saying "if the art team didn't provide the assets," I said if team A did not provide the assets. This was to prevent any negative politics or stereotyping against a particular team. I would score formality with a (1.)

I ensured to be sensitive and deliberately avoided mentioning gender, repetitively saying I, and used no ethnic or racial terms at all. I did not want to repeatedly say I since it seems selfish and uninvolved to the team. In turn, I attempted to use we everywhere I saw fit. This was to make sure everyone felt a part of the team and that I communicated to my team as if I was a part of them. Saying "I" seemed as if I was excluding myself from the group. I also used language respectful of people by not negatively stereotyping anyone, such as any jokes to older people about them having to catch up to the young ones. I also attempt to be sympathetic to anyone with families or kids when asking employees to work overtime. I would score sensitivity with a (1.)

I wrote in a friendly but firm tone. I wanted to communicate problems clearly without distancing myself, acting as if "it's your job to fix it." I tried to be friendly like I was working on the same problem to better help with the team dynamic. I also stressed the benefit of both documents to the reader many times. I also wrote sincerely and in an understanding manner. I didn't want to ask too much from my employees in fear of burnout, but I also tried to motivate them for why their hard work is essential. And I didn't want to come off as if what they had done already was not enough. I wanted to be confident in our ability and wary of the future if appropriate adjustments were not made immediately. Lastly, I would score tone with a (1.)