

Communication Strategy Memo

Date: January 20, 2022

To: CS486: Capstone Design, Felicity Escarzaga

From: Rehab Remote (Robert Bednarek, Kylie Cook, Kat Marsteller, Brandon Roberts)

Subject: Team Communication Strategy

Rehab Remote plans to meet twice on a weekly basis, as well as use a network platform for all other communications. Our team meeting, consisting of only team members, will take place every Thursday at 1:30 PM. During these meetings, we will divide weekly duties given to us by the professor, fill out our task report given by our mentor (covers completed, current, and upcoming tasks, as well as a Gantt chart), and look over any work before turning it in. The mentor meetings, which include the team members and mentor, will take place Mondays at 12:30 PM. During these meetings, we will discuss future assignments with our mentor, turn in hardcopy versions of assignments, and go through any other information needed for the team to succeed until the next meeting. For our other form of communication, we will be using Discord. Impromptu or emergency meetings can be called for in Discord and are expected to be scheduled within 3 hours of the initial emergency message. Regular messages are expected to be responded to within 3 hours as well. The team is also a part of a Discord group that consists of Felicity and all extra information that we may have already discussed/need to discuss to keep note. Within the team Discord, we also included our individual emails and phone numbers in case of no responses from any team members.